STUDENT CATALOG/HANDBOOK

Academic Year 2016-2017
Summer 2017

Associate of Science in Nursing

ST. JOSEPH
SCHOOL OF NURSING
5 Woodward Avenue
Nashua, New Hampshire 03060
www.sjson.edu
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I. MESSAGE FROM THE DEAN

Welcome to St. Joseph School of Nursing located on the campus of St. Joseph Hospital in Nashua, NH. We offer an Associate of Science in Nursing (ASN) degree as a generic program and an LPN to ASN program. Our qualified faculty provides a wealth of academic and clinical experiences to enhance your education. The staff provides support through the admission process, financial aid application and course registration. We believe that our program will support your personal and professional growth.

This catalog is designed to answer many of your questions about St. Joseph School of Nursing. However, we welcome individual questions or concerns pertaining to your educational needs.

On behalf of the administration, faculty, and staff, I would like to welcome you to St. Joseph School of Nursing.

Vickie Fieler, PhD, RN
Dean

May 2017
II. CATALOG LIMITATIONS  
*Program fees, policies, and procedures contained in this catalog were in effect at the time of printing.*

III. GENERAL INFORMATION  
A. History of the School  
St. Joseph Hospital officially opened its doors to patients in 1908. At the same time, a school for “professional” nursing was established. The program was 2 years, 3 months in length. The first class of four graduated in 1910. The school received official approval to operate as a school of nursing from the State of New Hampshire Board of Nursing in 1916 and continued as such until 1963. In 1964, St. Joseph School of Nursing reopened as a Practical Nursing school and later added a Health Occupations Program.  

In 2005, St. Joseph School of Nursing established an Associate of Science in Nursing (ASN) degree program after studying community needs. It has been granted full approval by the New Hampshire Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Upon completion of the Associate of Science in Nursing program, graduates are eligible to take their National Council Licensure Examination for Registered Nurses (NCLEX-RN).  

St. Joseph School of Nursing is continuing its long history of preparing individuals to practice the art and science of nursing and to meet the growing needs of the community.  

B. Mission Statement  
St. Joseph School of Nursing (SJSON) reflects the Mission of St. Joseph Hospital which is: We are a Catholic health ministry providing healing and care for the whole person in service to all our communities.  

The School’s mission is to provide education which fosters the growth of the individual personally, socially, and spiritually in order that they may carry on this healing ministry through service to others and our communities.  

C. Accreditation  
Effective July 2012, St. Joseph School of Nursing has been accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).  

The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.  

The Associate of Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 2012-2017.  

Programs are approved by the New Hampshire Board of Nursing and the NH Department of Higher Education.  

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703)247-4212  
www.accsc.org  

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, GA 30326  
(404)975-5000  
www.acenursing.org  

D. Program Philosophy  
SJSON is guided by a philosophy which advocates caring social responsibility and service to those in need, utilizing Kristen Swanson’s Theory of Caring as a framework for the provision of nursing care.  

- Faculty views nursing as an art and science of reflective practice in caring for clients in vulnerable populations across the lifespan.
• Faculty believes nursing is a profession that values the acquisition and application of evidence-based knowledge and clinical reasoning skills to ensure quality and safe client-centered care.
• Faculty views students as holistic individuals who bring unique qualities that contribute to the strength and diversity of the program.
• Faculty endeavors to ensure that student services consistently promote achievement of student learner outcomes.
• Faculty prepares students to enter the profession as entry-level practitioners who integrate theory and research into their practice and use critical reasoning skills to deliver holistic care.
• Faculty advocates for the rights and responsibilities of clients and families to participate collaboratively with the nurse and other members of the healthcare team.
• Faculty believes that nurses are professionals who must be prepared to work with those whose beliefs might be different from their own because society is made up of different religious, ethnic, and cultural groups.
• Faculty views education as a dynamic, interactive, and life-long inter-professional, learning process.

**THEORIST – Kristen Swanson’s Theory of Caring**

Caring is a nurturing way of relating to a valued other toward who one feels a personal sense of commitment and responsibility.

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<th>Caring Process</th>
<th>Definition</th>
<th>Expressions</th>
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| Maintaining Belief | Sustaining faith in the other’s capacity to get through an event or transition and face a future with meaning | • believing in/holding in esteem  
• maintaining a hope-filled attitude  
• offering realistic optimism  
• “going the distance”  
• helping find meaning |
| Knowing | Striving to understand an event as it has meaning in the life of the other | • avoiding assumptions  
• centering on the one cared for  
• assessing thoroughly  
• seeking cues  
• engaging the self of both the nurse and client |
| Being With | Being emotionally present to the other | • being there  
• conveying availability  
• enduring with  
• sharing feelings  
• not burdening |
| Doing For | Doing for the other as s/he would do for the self if it were at all possible | • comforting  
• anticipating  
• performing competently/skillfully  
• protecting  
• preserving dignity |
| Enabling | Facilitating the other’s passage through life transitions and unfamiliar events | • informing/explaining  
• supporting/allowing  
• focusing  
• generating alternatives/thinking it through  
• validating/giving feedback |

*Adapted from:*


**E. Associate of Science in Nursing Program Description**

The Associate of Science in Nursing program fulfills the New Hampshire Board of Nursing requirements for program content and length. The program prepares students for gainful employment as a registered nurse. Registered nurses work in a multitude of settings such as
hospitals, nursing homes, schools, and community settings. Upon completion of the program, the graduate is eligible to take the NCLEX-RN exam, leading to licensure as a registered nurse. There are two tracks of study that the student may select.

1. **ASN Generic – 2yr Track**

   The ASN curriculum offers a 5-semester, two year track, 72-credit program with a total of 1,545 theory and clinical hours.

   Program starts each year in January (20 consecutive months with no breaks) and May (23 consecutive months, includes summer break).

   Theory, labs and clinicals are days between the hours of 7:00am and 4:00pm. Clinical days have varied start times and may occasionally include evening and/or weekend rotations.

2. **ASN – 1yr Transition Track for Licensed Practical Nurses (LPN)**

   The LPN to ASN track is a 3-consecutive semester, 72 credit program (including transfer courses) with a total of 840 theory and clinical hours.

   Program starts in May (evenings) and September (days) of each year.

   Theory, labs and clinicals for the day program are between the hours of 7:00am and 4:00pm. Clinical days have varied start times and may occasionally include evening and/or weekend rotations.

   Theory, labs and clinicals for the evening program are between the hours of 3:00pm and 11:00pm. Clinical days have varied start times and may occasionally include day and/or weekend rotations.

F. **Notice of Non-Discrimination**

   SJ$\text{JSON}$, in compliance with all state and federal laws, endorses the principle of equal educational and employment opportunities for all people, regardless of race, color, gender, sex, sexual orientation, religion, ancestry, national origin, age, marital status, veteran status, or disability in employment, its educational programs, including admission, scholarship policies and other activities it operates.

   SJ$\text{JSON}$ absolutely prohibits and will not tolerate any verbal, physical or other conduct that discriminates against any individual on the basis of their race, color, gender, sex, sexual orientation, religion, ancestry, national origin, age, marital status, veteran status, or disability. All employees, deans, associate deans, coordinators, instructors, staff, students, job applicants and student applicants are guaranteed the same educational and employment opportunities. No person, student or employee no matter what his or her title or position has the authority expressed, actual, apparent or implied to discriminate against any employee or student of the school.

   This policy governs all aspects of employment or studenthood, including but not limited to selection, matriculation, job assignment, compensation, discipline, termination, access to benefits and training, or any other condition of learning.

   If you have any questions, problems, or complaints regarding a violation of the policy on non-discrimination or discrimination in general, you must communicate your concerns to your immediate supervisor, advisor or the Dean. If you feel uncomfortable doing so or if your supervisor/advisor is the source of the problem, condones the problem, or ignores the problem, report to the Dean or the Office of Human Resources.

   **Designated Title IX Coordinator:**
   Cami Czohara, BS, MBA
   5 Woodward Avenue, Nashua, NH 03060
   (603) 594-2567 or (603) 882-3000 x63948

   **Office of Human Resources, St. Joseph Hospital**
   172 Kinsley Street, Nashua, NH 03060
   (603) 595-3034 or (603) 882-3000 x3400

   In addition, you could also contact the Assistant Secretary for Civil Rights - U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.
IV. ADMISSION
SJSON reserves the right to revise the admission standards, tuition, fees, curriculum and policies in all school publications. Timely notification of any revisions will be provided. Applicants desiring admission to the St. Joseph School of Nursing ASN degree program must meet the below criteria.

A. Required Standards
Applicants must meet the educational and health standards set by SJSON, New Hampshire Board of Nursing and the National Council of State Boards of Nursing (NCSBN) listed below:

Good physical and mental health with acceptable levels of:
- Manual dexterity and motor coordination
- Visual acuity with color vision*
- Hearing capacity*
- Speech patterns to effectively communicate verbally
- Ability to comprehend through all modes of communication
- Ability to cope with personal stresses
*Acceptable if corrected

Applicants also must:
- have basic computer skills
- be able to pass a drug screening
- pass a criminal background check.

B. Admission Requirements
Applicants must complete all of the following by the designated application deadline in order to have their file reviewed by the Admission Committee. Further details are available on the website.

1. Application
Application for admission to St. Joseph School of Nursing must be completed online at www.sjson.edu. Inquiries may be made by phone at (603) 594-2567 or (800) 370-3169. A non-refundable fee of $50 is due with the application. A charge of $25 will be made for any returned checks. Credit card payments are accepted in person or by phone.

2. Essay
An original 500 word typed essay must accompany the application. The essay topic can be found on the application.

3. Transcript(s)
   a) High School/GED/HiSET
   The applicant must submit an official high school or GED or HiSET transcript from a US Department of Education approved school or facility. The high school diploma, GED or HiSET must show courses of study related to math, science, reading, and writing skills as part of the secondary school education.
   b) Postsecondary Schools
   The applicant must submit an official transcript from all postsecondary schools attended.
   c) Foreign Documents/Transcripts
   Applicants with foreign documents must have them translated through the Center for Educational Documentation in Boston, MA or World Education Services, Inc. in New York, NY. Translation must indicate that the applicant has the equivalent of a US High School Diploma.

Center for Educational Documentation(CED) | World Education Services Inc. (WES)
PO Box 170116 | PO Box 5087
Boston, MA 02117 | or Bowling Green Station
Tel: (617) 338-7171 | New York NY 10274-5087
Fax: (617) 338-7101 | on-line: wes.org/contact
4. **Professional Evaluation Form**  
Applicants must submit three completed professional evaluation forms. Evaluations from family, co-workers, and colleagues on same work level will not be accepted. Forms are located on the website.

5. **Pre-Entrance Exam**  
A pre-entrance exam is required for admission into any program.

6. **TOEFL Exam**  
If an applicant is born in a country where English is not an official language, they are required to take the TOEFL exam and have an official copy of their scores sent to the school. Passing scores are as follows: 20 in Speaking and Listening; 17 in Writing; 16 in Reading and 73 Overall.

7. **Proof of Legal Residence in the US**  
US citizens must include a copy of their birth certificate, unexpired passport or copy of certificate of naturalization with their application. Permanent residents must provide a copy of an unexpired Permanent Resident Card (Form I-551). Original documents are required for review at time of Orientation.

8. **Proof of Health Insurance**  
A copy of applicant’s current health insurance card is required with the application.

9. **Letter from Dean of previously uncompleted nursing courses/program**  
If the applicant has previously been enrolled in a nursing program and has left or been dismissed from that program, the applicant must submit a letter from the Dean of the program indicating the student left for non-ethical reasons.

10. **LPN to ASN applicants - Additional Requirements**  
   a) Graduated from an accredited school and a Board of Nursing approved practical nursing program or equivalent education  
   b) Hold a current practical nursing license  
   c) One of the three professional evaluation forms submitted must be from a current employer using the Employer Clinical Proficiency Evaluation form. Unless the applicant is a recent LPN graduate and has not worked as an LPN, then a clinical instructor must complete the Instructor Clinical Proficiency Evaluation form.  
   d) Provide evidence of completion of Anatomy and Physiology I and II as 4 credit courses with a grade of 80% (B-) (2.7 GPA) or better as part of their PN program, another successfully completed degree, or within 5 years.  
   e) Provide evidence of completion of English I and Introduction to Psychology as 3 credit courses with a grade of 78% (C+) (2.5 GPA) or better as part of their PN program, another successfully completed degree, or within 10 years.  
   f) Demonstrate successful completion of required PN Nursing courses with a grade of 80% (B-) (2.7 GPA), preparatory courses or equivalent content in order to meet the advanced placement standing.

C. **Completed Application Process**  
If all admission documents are received by the application deadline the applicant file is reviewed by the Admission Committee. An Admission Rubric is used to review all applicant documents in a fair and consistent manner. The rubric rates each applicant in the following areas: Previous healthcare training, essay, TEAS results, GPA from last completed academic program, postsecondary science, math and English course GPA; professional evaluations; and interview.

Applicants who meet minimum qualifications for admission may be invited to an interview as a final step in the admission selection process.

Disposition letters are mailed to applicants within 30 days of the application deadline.
D. Substance Abuse Policy and Drug Screening Program

Purpose:
The St. Joseph School of Nursing is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. The School of Nursing recognizes that the illegal and/or abusive use of alcohol or drugs by nursing students can prevent the School from meeting its commitments and accomplishing its missions. Further, such use could jeopardize the safety and welfare of other students, patients, and the general St. Joseph community.

Accordingly, St. Joseph Healthcare prohibits all students from manufacturing, distributing, dispensing, possessing, transferring, storing, using or being under the influence of an illegal drug or alcohol in or on St. Joseph Healthcare premises, or property owned or controlled by the School, or while in vehicles used for School business, in class, clinics or with patients. Further, students are prohibited from being under the influence of medical or recreational marijuana or marijuana products, even if legal, on St. Joseph Healthcare premises, while using a vehicle for School business, in class, clinics or with patients.

Students must comply with published warnings about prescribed or over-the-counter medication and its impact on the student when performing clinical assignments. Students should consult with their personal physician to determine if work adjustments are required to ensure the student’s ability to perform clinical assignments in a safe manner because of the use of such medications.

This policy outlines the practice and procedure to be followed for mandatory drug and alcohol testing for students on admission and for reasonable cause if a student's behavior in classroom or in clinical settings is indicative of impairment by drug or alcohol use. This policy also delineates the procedures for required clinical testing and to establish actions to be taken in the event of positive testing.

Definitions:

“Clinical Site” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, and any other spaces owned, leased or managed by a hospital, long-term care facility, rehabilitation facility, physician office, patient care facility, or any vehicle, or patient home setting where a student may be placed to observe or gain practice in nursing skills.

“Hospital Premises” includes, but is not limited to, all buildings, offices, facilities (including the School of Nursing) grounds, parking lots, lockers, and any other spaces owned, leased or managed by St. Joseph Healthcare.

“Illegal Drug” means a controlled substance included in Schedule I or II, or as defined by Section 802 (6) of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term “illegal drugs” does not mean the use of controlled substances pursuant to a valid prescription or other uses authorized by law. Notwithstanding the preceding sentence, students are prohibited from being under the influence of medical or recreational marijuana on St. Joseph Healthcare premises, while using a vehicle for School business, in class, clinics or with patients.

“Medical Review Officer (MRO)” is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

“Refusal to Cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly supply specimen(s) for tested when directed to do so, without a valid medical basis for the failure.

“Student” means any student enrolled in any program at St. Joseph School of Nursing.
“Under the Influence of Alcohol” means an alcohol concentration equal to or greater than .04 or actions, appearance, speech or bodily odors that reasonably cause an instructor or supervisor to conclude a student is impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use per this policy and includes a positive test result for marijuana. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

“Verified Positive Test” means a test result that was positive on an initial FDA-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay, (or other confirmatory tests approved by the Department of Health and Human Services.

Policy:
Students enrolled in nursing are required to demonstrate compliance with this policy. All students will undergo mandatory drug and alcohol screening upon admission to the program. Students who exhibit behavior in a classroom or clinical setting that might reasonably cause an instructor or supervisor to conclude the student is impaired may ask that the student undergo drug and alcohol screening testing. Students will also be required to undergo drug and alcohol screening at the request of their clinical sites. This may mean that a student is screened several times in one year. In addition, as necessary, the school may conduct random drug screening.

Procedure:
1. Students requested to undergo drug/alcohol testing will be tested at a St. Joseph Healthcare designated medical facility.
2. Consent to testing: Tests will not be conducted without the student’s written consent.
   a) Students must consent to testing.
   b) Refusal to consent means the student will not be admitted to the program, and after admission, could be subject to discipline up to and including dismissal from the school. Failure to comply with the testing will be considered to be equivalent to a positive drug/alcohol test result.
   c) The testing facility will provide the consent form.
3. Collected specimens are sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone and any other potential illegal drugs.
4. Cooperation with Testing: Students subject to testing may not try to subvert the test by using an adulterated, diluted, or substituted specimen. Failing to provide a specimen in a timely manner or otherwise tampering with the process is grounds for dismissal from the school.
5. The laboratory will screen all specimens and confirm all positive screens. There is a chain of custody from the time the specimen is collected through testing and storage.
6. The laboratory will transmit all positive drug test results to a Medical Review Officer (MRO), who shall offer students with positive results reasonable opportunity to rebut or explain the results.
7. Students with positive results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the student's own expense.
   a) The request must be made within 72 hours of notice of positive results.
   b) If the second facility fails to find any evidence of drug use in the split specimen, the student will be treated as passing the test.
   c) No test results will be shared with the School of Nursing (SON) until the MRO has confirmed the test to be positive.
8. The facility conducting the testing will provide the test results to the Dean of the school. The testing results will be filed in a separate file and stored in a fire-proof safe in the Bursars’ office. The form will not be filed in the student’s academic file.
9. Consequences of a Positive Test: If a student tests positive and it is verified, he/she will be subject to disciplinary action. The student will be dismissed from the program.
   a) In order to re-apply to the program after a positive drug test, the student will be required to undergo a professional evaluation by an independent, certified drug and alcohol counselor for evaluation and treatment at the student’s expense. The student must complete the treatment prescribed by the approved counselor at the student’s expense. Upon completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the
School. If the counselor reports that the student successfully completed the treatment plan and is ready to engage in clinical activities, the student will be tested for drugs or alcohol at the student's expense. If the drug/alcohol test is positive, the student will not be eligible for readmission. If the drug/alcohol test result is negative, the student can reapply to the program and will be eligible to enroll in clinical coursework depending on space availability and acceptance by clinical sites. Because of the time that is required to complete treatment and testing, it is possible that the student will be delayed and need to re-work his/her plan of study. The student would need to follow the established process for reapplication including the reapplication deadlines. Readmission is not guaranteed.

b) After a student has completed the required treatment plan prescribed by the certified drug and alcohol counselor, has a negative drug screen and is participating in clinical activities, unannounced drug/alcohol testing will occur periodically until the student graduates from the program. The student will be notified of the designated time and place for the drug/alcohol screening which will be completed, at the student's expense, on the day of notification. If a positive drug/alcohol screen occurs, or if the student fails to complete a drug/alcohol test as requested or otherwise comply with this policy, the student will be dismissed from the program.

c) **Opportunity to Explain Positive Results:** Any student who tests positive will have the opportunity to rebut or explain the positive test within three (3) business days of notice of the positive test. The student may request and pay for a confirmatory re-test.

10. **Confidentiality:** Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law and maintained in secure files separate from normal academic files. Records and information may be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of a student.

11. **Consequences of violating this Policy:** Students, who refuse, tamper with, or test positive with drug/alcohol testing will be subject to discipline including dismissal from the school.

   a) If School Administrators are aware that a student is visibly impaired, the School will work with the student to find acceptable transportation to take the student home or away from campus. The School has an obligation to act responsibly if there is reason to believe that the student could risk an accident which could harm him/herself or another. The student will be offered a ride home. If the student refuses assistance, the school will contact local law enforcement and advise them of the student’s possible impairment.

   b) **SJSON** does not desire to intrude into the private lives of its students, but recognizes that a students involvement with drugs and alcohol out-of-school may have an impact on the school. Therefore, St. Joseph Healthcare reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off hospital/school premises.

12. **Crimes Involving Drugs:** St. Joseph Healthcare prohibits all students, from manufacturing, distributing, dispensing, possessing, transferring, storing or using an illegal drug or alcohol in or on St. Joseph Healthcare premises. Students are also prohibited from misusing legally prescribed or OTC drugs.

   a) Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected.

   b) SJSON does not desire to intrude into the private lives of its students, but recognizes that a students involvement with drugs and alcohol out-of-school may have an impact on the school. Therefore, St. Joseph Healthcare reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off hospital/school premises.

E. **Readmission Policy**

A student may be re-admitted to SJSON if the following criteria are met:

1. The student must return within one calendar year of withdrawal or dismissal.
2. There have been no previous re-admissions to the program.
3. There is no outstanding debt owed to SJSON.
4. The dismissal was for academic and not ethical reasons.
5. Student seeking re-admission to the school shall submit a new application and one completed professional evaluation form. The application will be reviewed by the Admission Committee.
6. Student shall submit updated medical immunization records and current health insurance information.
7. Student shall be able to describe why s/he believes s/he will be successful with a readmission and what s/he has done to help insure success.
8. Student must have remained in compliance with all school policies located in the Catalog/Handbook.
9. All earned grades will appear on the student’s permanent transcript.
10. Readmission to the program is not guaranteed.
Exceptions to readmission policy may be considered on an individual basis and at the discretion of the Admission Committee and approval of the Dean.

F. Non-Matriculated Application Procedure
An individual may apply to enroll in non-nursing courses only, to include English Composition I & II, Psychology, Life Span Development, Sociology, Anatomy & Physiology I & II, and Microbiology. Enrollment is subject to adequate space pending registration by admitted, matriculated students. These courses are subject to the Transfer of College Credits Policy.

A minimum enrollment of eight (8) students is required to offer the course. Refer to www.sjson.edu for deadline information.

Attending SJSON as a non-matriculated student does not guarantee acceptance into the nursing program. An application to the generic ASN or LPN to ASN program is required along with all admission requirements for that program. Non-matriculated students will be required to attend a student orientation prior to beginning the semester.

1. Application Process
   a) Applicants must complete the Application for Admission as Non-Matriculated Student and submit the required documents prior to the identified deadline.
   b) Return the completed application with a $25.00 application fee made payable to St Joseph School of Nursing.
   c) Submit proof of legal residency: Birth Certificate, passport, unexpired permanent resident card
   d) Submit official high school, GED or HiSET transcript
   e) Submit official transcript from post-secondary institution where pre-requisite courses were completed. A minimum grade of 78% (C+) (2.5 GPA) for non-science courses and 80% (B-) (2.7 GPA) for science courses must have been earned in order for pre-requisite courses to be accepted. The Registrar will approve pre-requisite courses prior to admission.

2. Non-matriculated students are not eligible for financial aid.
## NON-MATRICULATED SCHEDULE OF FEES:

<table>
<thead>
<tr>
<th>Tuition/FEE Chart</th>
<th>Cost Breakdown</th>
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<td>$25.00</td>
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<td>Administrative Fee</td>
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<td>Anatomy &amp; Physiology</td>
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<tr>
<td>Theory</td>
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<tr>
<td>Lab</td>
<td>$290.00</td>
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<td>Optional Workbook</td>
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<td>Anatomy &amp; Physiology II</td>
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</tr>
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<td>Theory</td>
<td>$870.00</td>
</tr>
<tr>
<td>Lab</td>
<td>$290.00</td>
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<td>Science Lab</td>
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<td>Textbook</td>
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<td>Optional Workbook</td>
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<td>Microbiology</td>
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<td>Theory</td>
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<td>Lab</td>
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<td>Science Lab</td>
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<td>Sociology</td>
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<td>Payment Plan Enrollment Fee</td>
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<td>(FACTS Fee for Multiple Payment Option)</td>
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</table>

*estimated
V. ACCEPTED STUDENT REQUIREMENTS

A. Orientation

Accepted applicants will be required to attend a scheduled orientation. Failure to make orientation will jeopardize acceptance into the program. During orientation students will be required to:

a) Submit a $100 tuition/fees deposit
b) Matriculated students must complete an application for a criminal background check through PT Research and submit payment to cover cost of processing
c) Review and initial an Enrollment Agreement
d) Show original documents for proof of health insurance & proof of legal residence in the US

B. Health Forms

Matriculated students must have required health forms completed by their healthcare provider who must include a statement indicating the applicant is in good mental and physical health. The required health forms are as follows:

a) Immunization and Titer results
b) Required vaccinations/immunizations:
   (1) TB tests including present year and previous calendar year.
      (a) A two-step TB test is required when no prior TB testing has occurred. When prior testing has occurred, one test must be within the past 3 months prior to affiliation; the other can be up to 24 months old. Quantiferon-Gold TB test is an acceptable alternative.
      (b) Symptom surveillance form is completed when a student is not able to undergo TB testing.
   (2) Varicella – Documentation of history of clinical illness from diagnosing health care provider and a positive serum titer, or documentation of two doses of vaccine. Proof of immunity to varicella is necessary regardless of age or gender.
   (3) Rubeola – Documentation of history of clinical illness from diagnosing health care provider, a positive serum titer, or documentation of two doses of vaccine.
   (4) Rubella – Positive serum titer and documentation of one dose of vaccine. Proof of immunity to rubella is necessary regardless of age or gender.
   (5) MMR (measles, mumps, rubella) 2 doses: First dose on or after 12 months of age; second dose at least 28 days after the first dose.
   (6) Hepatitis B – All students must either be immunized against Hepatitis B utilizing the CDC recommendations OR
      (a) Submit documentation of a positive serum titer OR
      (b) Signed declination form
   (7) Seasonal Influenza Vaccination is mandatory and must be done by December 1st each year.
   (8) After primary immunization, a tetanus, diphtheria/pertussis (Tdap) booster every 10 years
c) Physical exam completed by a healthcare provider that enumerates clinical findings which may influence participation in the nursing program or nursing as a career.
d) Health care provider documentation based on physical exam that admission to the school is recommended.
e) A health history completed by the student
f) Documentation of completion of a healthcare provider level CPR/Professional Rescuer CPR course. Completion of an online program will require documentation of an additional skills module in order to meet this requirement.
g) Vaccinations will not be required in situations in which it is contraindicated. Documentation of contraindication from health care provider is required.
h) All health records including immunizations and titers will become part of the student health record.
i) Provide documentation of medical clearance from health care provider after a change in health status (i.e. pregnancy, injury, infection). Students must be cleared medically in order to participate in class and clinical requirements of the program. Students must be free from restrictions to participate in clinical.
Failure to complete the required health components by the end of the add/drop period of the first semester may jeopardize continuation in the program.

C. Occupational Health Risks
Students must be aware of the occupational health risk due to exposure to environmental or blood-borne pathogens. Standard precautions and institutional policies must be followed. Students are responsible for any medical expenses incurred while attending theory, lab, clinical and other school related events.

VI. CREDIT POLICIES

A. Awarding of Credits: Guidelines

1. Auditing a Course
Auditing a course allows students to attend a credit course for self-improvement or individual interest, without the responsibility of fulfilling academic assignments. Some students may be required to audit a course under special circumstances.

Students may audit a course with the approval from the course instructor, advisor and the Dean or designee. An audit grade CANNOT be changed to a regular course grade.

2. Dropping a Course
A student may drop a course up to 2 weeks after the class start date. To drop a course, students must complete the Course Withdrawal form and submit to the Registrar. Before dropping a course, students must consult with their academic advisor and the lead theory instructor for that course.

3. Withdrawal from a Course
Withdrawals prior to the 7th week or midpoint (for example when Anatomy & Physiology I and II are offered in the same semester) of class will be done without academic liability and the student will receive a grade of W in the course. After the 7th week or midpoint, students withdrawing will receive a WP (withdraw/pass) or WF (withdraw/fail). To drop a course, students must complete the Course Withdrawal Form and submit to the Registrar. Students must consult with their academic advisor and the lead theory instructor for that course.

Medical Withdrawals
Please refer to the financial aid and refund policies.

B. Transfer of College Credits
The Associate of Science in nursing program requires 72 credits for graduation. A generic student may transfer up to 27 non-nursing credits to fulfill the graduation requirement. The LPN to ASN student may transfer up to 17 nursing credits from their practical nursing program and up to 27 non-nursing credits to fulfill the graduation requirement. The school has established guidelines to ensure that the currency, comparability, relevancy to the nursing program, calculation of credits, and grade earned for the transfer courses meet the criteria of the nursing program. All previous education and experience will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.

1. An official transcript sealed in an envelope marked official must be submitted or sent directly to the school from the college(s) or post-secondary school(s) and will be reviewed by the Registrar to ensure that the courses are comparable in scope and content to St. Joseph School of Nursing Associate of Science in Nursing program's course work.

2. If the non-nursing, non-science course was taken within ten (10) years of the date of application, is equivalent, and the grade received is 78/C+ (2.5 GPA) or above, the course will be transferred and tuition will be adjusted.

3. If the non-nursing, non-science course was taken as part of a program for which the student received a degree and the student received a grade of 78/C+ (2.5 GPA) or above the course will be transferred regardless of the timeframe.

4. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken within five (5) years of the date of application, is equivalent, and the grade received is 80/B- (2.7 GPA) or above, the course will be transferred and tuition will be adjusted.
5. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken as part of a program for which the student received a degree and the student received a grade of 80/B- (2.7 GPA) or above the course will be transferred regardless of the timeframe.

6. Credit will not be given for non-nursing courses over ten (10) years old OR for science courses over five (5) years old, taken after a degree has been awarded or that are not part of the degree program.
   a) For LPN to ASN Transition program students: If the nursing or science course was taken as part of an accredited practical nursing program for which the student received a diploma and the grade achieved is 80/B- (2.7 GPA) or above, the course will be transferred. If the non-nursing course was taken as part of an accredited practical nursing program for which the student received a diploma and the grade achieved is 75/C+ (2.5 GPA) or above, the course will be transferred.
   b) For Military transcripts: The school will follow the recommendations of the National Council State Boards of Nursing regarding Military Health Care curricula. All previous education and experience will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.
   c) For students with equivalent education: If the nursing or non-nursing course was taken as part of a nursing program in which the student completed sufficient hours to take the NCLEX-PN, the course(s) will be considered for transfer.

7. No transfer of the course will be made to any other school or program in the name of St. Joseph School of Nursing.

8. In order to have the credits approved the student must do the following prior to the semester:
   a) Submit an official transcript from the institution where the course was taken.
   b) If required, submit a course syllabus from the institution where the course was taken.

9. If the student is currently enrolled in an approved, transferable course at the time of enrollment at SJSON s/he must submit an official transcript to the Registrar once the course is completed. If the student achieves a satisfactory grade following the guidelines above the course will be transferred.

10. For LPN to ASN students taking preparatory courses: When overlapping semesters prevent an incoming student from completing a required course prior to the beginning of their first semester at SJSON, an official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the program at SJSON and is expected to attend classes and submit a final transcript showing successful completion of the course. If the transcript has been received and the course is successfully completed the student may remain enrolled. If the course(s) is not successfully completed, the student is withdrawn from the program.

11. For students taking non-nursing courses prior to initial enrollment: When overlapping semesters prevent an incoming student from completing a course prior to the beginning of their first semester at SJSON, an official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the course at SJSON and is expected to attend classes until a final transcript showing successful completion of the course is submitted. If the course(s) is not successfully completed, the student will remain enrolled in the duplicate course at SJSON.

12. All non-nursing courses offered during the program of study at SJSON must be taken at SJSON during the semester in which they are given, unless previous credit has been awarded.

13. No monetary credit will be given for courses approved after the start of the semester in which the course is offered unless previously approved by the Dean or Associate Deans.

Please note: This policy is effective on 12/22/2016 and is not retroactive for previous semesters.

VII. CURRICULUM

A. Associate of Science in Nursing: Program Outcomes

1. The NCLEX-RN Exam pass rates will be at or above the national mean.

2. Expected levels of Program Completion will be reflected through 75% of students graduating within the stated program length. Returning students will complete the program within 150% of the stated program length.
3. Program satisfaction measures (qualitative and quantitative) will demonstrate 80% of graduating students and 85% of employers expressing satisfaction with graduates’ achievement of student learner outcomes.
4. Six months post-graduation at least 65% of graduates will be in a RN position.

B. Associate of Science in Nursing: Student Learner Outcomes
At the completion of the program, the graduate will be able to:

1. Integrate Swanson’s Caring Behaviors and reflective practice
2. Evaluate evidence based practice
3. Ensure safe, patient-centered care through the use of clinical reasoning
4. Manage patient and family care across the continuum to achieve cost-effective quality outcomes
5. Demonstrate effective therapeutic communication skills when providing holistic patient-centered care
6. Advocate for patients and families including those with diverse backgrounds to optimize patient outcomes
7. Demonstrate professional behavior
8. Evaluate the effectiveness of the inter-professional team to achieve optimal patient outcomes
9. Adhere to ethical, legal, and regulatory standards of professional nursing practice

C. Curriculum/Cost Breakdown
Tuition and fees charges must be paid in full prior to the end of each semester. Amount not covered by financial aid or other pre-approved sources must be paid through FACTS Management. Cost per credit is $290 per credit for theory and non-nursing labs and $690 per credit for nursing labs and clinicals.
### ACADEMIC YEAR 1

#### SPRING SEMESTER - JANUARY – APRIL

<table>
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<th>COURSES/FEES</th>
<th>CUR. COMP.</th>
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<th>TOTAL CR</th>
<th>COST / CR</th>
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<td>Life Span Development</td>
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<td>Psychology</td>
<td>Theory</td>
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<td>BIO 101</td>
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**SEMESTER TOTALS:**

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**SEMESTER TOTALS:**

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### ACADEMIC YEAR 2

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**SEMESTER TOTALS:**

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<th>Tuition:</th>
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<td>$5,840.00</td>
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#### SPRING SEMESTER - JANUARY – APRIL

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<th>TOTAL HRS</th>
<th>TOTAL CR</th>
<th>COST / CR</th>
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<tr>
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<td>4</td>
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<td>$2,760.00</td>
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#### SUMMER SEMESTER - MAY – AUGUST

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**SEMESTER TOTALS:**

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### GRAND TOTALS

**1,545 HOURS - 72 CREDITS**

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# ASN Two Year Curriculum & Fees - May Start

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## Academic Year 1

### Summer Semester - May - August

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<th>CR</th>
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- Administrative Fee: $90.00
- Science Lab Fee ($50 for each non-nursing lab): $100.00
- Technology Fee (only if enrolled in a course): $60.00

**Summer Semester Totals:**
- Tuition: $4,930.00
- Fees: $250.00
- Total: $5,180.00

## Academic Year 2

### Fall Semester - September - December

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<th>COST / CR</th>
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- Activity: $50.00
- Administrative Fee: $90.00
- ATI Resource Modules: $204.00
- Library/Media: $75.00
- Professional Membership: $20.00
- Science Lab Fee (non-nsg lab): $50.00
- Technology Fee: $60.00

**Fall Semester Totals:**
- Tuition: $5,840.00
- Fees: $549.00
- Total: $6,389.00

### Spring Semester - January - April

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNIT</th>
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<th>CR</th>
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<th>TOTAL COST</th>
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<tbody>
<tr>
<td>NSG 210</td>
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</table>

- Administrative Fee: $90.00
- ATI Resource Modules: $204.00
- Technology Fee: $60.00

**Spring Semester Totals:**
- Tuition: $5,660.00
- Fees: $691.00
- Total: $6,351.00

## Summer Semester - May - August

### Fall Semester - September - December

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<td>$690</td>
<td>$2,760.00</td>
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- Administrative Fee: $90.00
- ATI Resource Modules (INCL. NCLEX REVIEW): $311.00
- Technology Fee: $60.00
- Graduation: $250.00

**Fall Semester Totals:**
- Tuition: $5,080.00
- Fees: $691.00
- Total: $5,771.00

### Spring Semester - January - April

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- Administrative Fee: $90.00
- ATI Resource Modules: $311.00
- Technology Fee: $60.00
- Graduation: $250.00

**Spring Semester Totals:**
- Tuition: $5,080.00
- Fees: $691.00
- Total: $5,771.00

## Grand Totals

- **1,545 HOURS**
- **72 CREDITS**
- **Tuition:** $26,880.00
- **Fees:** $2,470.00
- **Total Cost:** $29,350.00
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### ACADEMIC YEAR 1

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</table>

#### Activity
- Administrative Fee: 100.00
- ATI Resource Modules: 330.00
- Library/Media: 75.00
- Prof Organization Membership: 20.00
- Science Lab Fee (non-nsg lab): 50.00
- Technology Fee: 60.00

**SEMMISTER TOTALS:** 210 12 Tuition: $3,880.00  Fees: 685.00 TOTAL: $4,565.00

### ACADEMIC YEAR 2

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<td>4</td>
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<td>3</td>
<td>$290</td>
<td>$870.00</td>
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#### Administrative Fee
- 100.00

#### ATI Resource Modules
- 330.00

#### Technology Fee
- 60.00

**SEMMISTER TOTALS:** 330 14 Tuition: $5,660.00 Fees: 490.00 TOTAL: $6,150.00

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<td>180</td>
<td>4</td>
<td>$690</td>
<td>$2,760.00</td>
</tr>
</tbody>
</table>

#### Administrative Fee
- 100.00

#### ATI Resource Modules
- 330.00

#### Technology Fee
- 60.00

#### Graduation
- 250.00

**SEMMISTER TOTALS:** 300 12 Tuition: $5,080.00 Fees: 740.00 TOTAL: $5,820.00

**GRAND TOTALS:** 840 38 Tuition: $14,620.00 Fees: 1,915.00 TOTAL COST: $16,535.00

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**D. Course Descriptions**

**BIO 101 - ANATOMY AND PHYSIOLOGY I**

45 Hours Theory
30 Hours Laboratory
90 Hours Self-Directed Study
Credits: 4.00

Anatomy and Physiology I forms the foundation for course work in the health-related professions. The course presents fundamental information and concepts needed by students in health-related professions. This course is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will study the following aspects of human anatomy and physiology: organization of the human body, chemistry, cellular organization, histology, integumentary system, articulations, skeletal system, muscular system, and nervous system.
**BIO 102 - ANATOMY AND PHYSIOLOGY II**
**Prerequisite:** Anatomy and Physiology I
45 Hours Theory
30 Hours Laboratory
90 Hours Self-Directed Study
Credits: 4.00

Anatomy and Physiology II continues the foundation work covered in Anatomy and Physiology I. This course presents fundamental information and concepts needed by students in health-related professions. It is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will continue to study the following aspects of human anatomy and physiology: endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development and inheritance.

**BIO 201 - MICROBIOLOGY**
**Prerequisite:** Anatomy and Physiology I & II
45 Hours Theory
30 Hours Laboratory, the hours for checking experiments vary
90 Hours Self-Directed Study
Credits: 4.00

Microbiology is designed to introduce the student to basic principles of health science. The course will focus on microbes, their metabolism, genetics, and their relationship to humans. Diseases related to body systems will be used to identify manifestations of pathogens. The scientific method will be used as an approach to determine emerging diseases, immunology and epidemiology. These concepts will be integrated into the classroom and laboratory settings. The laboratory will require students to return to the lab outside of the scheduled lab hours in order to complete experiments started during scheduled hours.

Classroom laboratory will provide the opportunity for students to complete exercises related to identification of an unknown organism.

**ENG 101 - ENGLISH COMPOSITION I**
45 Hours Theory
90 Hours Self-Directed Study
Credits: 3.00

English I is designed to provide the student with a foundation in higher education reading and writing. The student will be required to read critically from a variety of sources and, in both class discussion and individual writing, analyze these readings for their merit and technique. The student will be required to demonstrate the ability to analyze literature through intensive exploration of an assigned topic culminating in a 5-7 page, APA formatted research essay. This will require the student to organize and develop valid ideas that, through revision and editing, will be presented in a scholarly and professional manner. The final goals of English I are for students to understand both the correlation between writing and all other disciplines and the fact that the clear communication of one’s thoughts to others is crucial to any scholarly endeavor.

**ENG 201 – ENGLISH COMPOSITION II**
**Prerequisite:** English Composition I
45 Hours Theory
90 Hours Self-Directed Study
Credits: 3.00

English Composition II is a writing and reading intensive course that continues the work begun in English I. Primarily a composition class, the course will refresh and expand upon student writing skills while introducing a number of rhetorical forms, reviewing the finer points of APA format, and concluding with each student’s completion of a research project, including a fully developed research essay. Emphasis will be given to writing for the student and healthcare professional.
PSY 101 - PSYCHOLOGY  
45 Hours Theory  
90 Hours Self-Directed Study  
Credits: 3.00

This course will provide the student with a general overview of Psychology. Mental processes including both normal and abnormal will be reviewed and discussed. A review of the developing person is presented as well as an overview of the biological basis of behavior. Several theories of personality development are discussed and the impact of socialization is emphasized. How stress affects a person's pattern of behavior is discussed. The student is asked to identify and evaluate coping behaviors and employ the problem solving process in dealing with stress and conflict. Psychological disorders are identified as well as current modes of therapy.

PSY 201 - LIFESPAN DEVELOPMENT  
45 Hours Theory  
90 Hours Self-Directed Study  
Credits: 3.00

Life Span Development explores the individual in terms of his/her bio-psycho-social-spiritual and cultural development, from conception to death. Normal patterns of growth and development, as described by several theorists, will be discussed as a frame of reference. The course focuses on how history, environment, and change influence human development. The student will gain insight into his/her individual development and that of others in comparison to the theoretical developmental stages. The course discusses the evolution of the family unit in society today and the roles of family members when confronted with illness or death. This course will prepare the student to recognize the specific needs of each individual in relation to his/her age so that s/he can be a supportive member of the health care team.

SOC 201 – SOCIOLOGY  
45 Hours Theory  
90 Hours Self-Directed Study  
Credits: 3.00

This course provides an introduction to sociology and explores the sociological perspective; social groups and social control; social inequality; social institutions; and tenets of social change.

PHM 201 – NURSING PHARMACOLOGY  
30 Hours Theory  
60 Hours Self-Directed Study  
Credits: 2.00

This Nursing Pharmacology course is designed for nursing students to learn to identify prototype medications and safe drug administration procedures. The course will present the principles of pharmacotherapeutics and common drug classifications. Drugs used to treat major diseases will be reviewed. Nursing interventions, medication safety and prevention of complications will be emphasized. The supportive-educative needs of the patient will be the focus of the Pharmacology Fair presented at the completion of the course.

NSG 110 Introduction to Health Caring Concepts  
Prerequisites: English I, Anatomy & Physiology I & II, Psychology, Lifespan  
Co-Requisites: English II, Microbiology  
90 Hours Theory  
90 Hours Clinical Practice  
30 Hours Laboratory  
180 Hours Self-Directed Study  
Credits: 9.00

This course introduces the basic concepts of nursing, healthcare, biophysical, psychosocial/developmental, and social functioning. Swanson’s Caring Behaviors, medication administration, assessment, nutrition, ethics, evidence-based practice, individual-centered care, and quality improvement are included. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Classroom laboratory will provide the opportunity for students to become competent in basic nursing skills. Clinical practice will focus on the performance of nursing skills to assist clients with health needs. Clinical conferences will facilitate the student nurse’s application of theory to evidence-based practice.
NSG 120 Health Caring Concepts
Pre-requisite: Successful completion of Introduction to Health Caring Concepts; A & P I & II; English II; Life Span; Psychology; Microbiology
Co-requisite: Nursing Pharmacology
105 Hours Theory
135 Hours Clinical Practice
30 Hours Laboratory
210 Hours Self-Directed Study
Credits: 11.00

This course develops the concepts of nursing, healthcare, biophysical, psychosocial/developmental, and social functioning utilizing Swanson's Theory of Caring. Concepts of acid base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics are covered. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Classroom laboratory will provide the opportunity to demonstrate the nursing skills necessary for management of clients in community and acute settings. Clinical practice will incorporate nursing assessment of the client with a health deviation in the acute care setting. The focus of care will be to assist the client and family to promote, maintain and restore health and to prevent illness. Clinical conferences will be directed toward facilitating the student's correlation of theory to practice.

NSG 205 Professional Health Caring Concepts
Pre-Requisite: Meet admission criteria with successful completion of PN licensure
Co-requisite: Nursing Pharmacology, Microbiology, English II
30 Hours Theory
30 Hours Laboratory
60 Hours Self-Directed Study
Credits: 3.00

The Professional Health Caring Concepts course will facilitate the knowledge development and understanding between the LPN and RN scope of practice. The concepts of evidence-based practice and nursing theory will help the student assimilate reflective skills. Core competencies, professionalism, collaboration, research, and quality and safety will be infused throughout the theory and lab components. Swanson's Theory of Caring will be the major focus of nursing interventions.

NSG 210 Complex Health Caring Concepts
Pre-requisites: Successful completion of a PN licensure; Professional Health Caring Concepts; A&P I & II or Completion of Introduction of Health Caring Concepts; Health Caring Concepts and pre-requisites assigned to these courses
Co-requisites: Sociology
105 Hours Theory
180 Hours Clinical Practice
210 Hours Self-Directed Study
Credits: 11.00

This course develops the concepts of nursing, healthcare, biophysical, psychosocial/developmental, and social functioning. This course further develops the concepts of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, family health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. Clinical conferences are designed to facilitate the correlation of theory to practice.
NSG 220 Advanced Health Caring Concepts

Pre-Requisites: Introduction to Health Caring Concepts and Health Caring Concepts; Complex Health Caring Concepts and all associated courses or successful completion of a PN licensure and Professional Health Caring Concepts; Complex Health Caring Concepts and all associated courses.

120 Hours Theory
180 Hours Clinical Practice
240 Hours Self-Directed Study

Credits: 12.00

This course further develops the concepts of nursing, healthcare, biophysical, psychosocial/developmental, and social functioning. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, intracranial regulation, mobility, comfort, family health-wellness-illness, clinical decision making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Clinical practice will expose the student to various specialty nursing settings in acute care and community health agencies. Clinical conferences will be directed toward facilitating the student’s correlation of theory to practice.

VIII. ACADEMIC POLICIES

A. Length of Programs & Timeframe

Completion time for each program with concept-based curriculum is as follows:

A total of 72 credits over five (5) semesters or (2 years) are necessary for graduation with an Associate of Science in Nursing; the maximum timeframe to complete the program is 3 years.

The current LPN to ASN program requires a total of 72 credits (including transfer credits) over three consecutive semesters for graduation with an Associate of Science in Nursing; the maximum timeframe to complete the program is one and a half years.

B. Grading Policy

Clinical grade is pass-fail and is not calculated into the grade point average.

The grade point is determined by using the following scale (effective 9/03/2013):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(93-100)</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>(90-92)</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>(88-89)</td>
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<td>B</td>
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<td>C+</td>
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<tr>
<td>C-</td>
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<tr>
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<tr>
<td>D</td>
<td>(63-67)</td>
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<tr>
<td>D-</td>
<td>(60-62)</td>
<td>0.5</td>
</tr>
<tr>
<td>F</td>
<td>(below 60)</td>
<td>0</td>
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</tbody>
</table>

Grade points are calculated by multiplying the course credit by the numerical value of the grade earned. The grade point average (GPA) is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. The grade point average is calculated only for courses taken at this institution.

The number of credits for each course is determined as follows:

- Theory hours: One credit is equivalent to 15 theory hours
- Clinical hours: One credit is equivalent to 45 clinical hours
- Laboratory hours: One credit is equivalent to 30 laboratory hours
Due to the nature of the education provided (nursing) it has been determined by State regulators that higher passing standards must be achieved than those normally recognized by other disciplines.

Mid-way between each course the student is evaluated both clinically and academically. Failure to achieve the required grade average results in a warning being issued to the student, making the student aware that s/he is failing to meet the required standard, allowing the student an opportunity to improve. The student is urged to seek assistance through his/her academic advisor.

A final grade of 78% (C+) (GPA 2.5) or higher must be achieved in all non-nursing, non-science courses. A final grade of 80% (B-) (GPA 2.7) or higher must be achieved in all nursing and science courses. Nursing courses that include clinical experience, simulation, and/or lab require a PASS grade from those components.

Final course grades will be posted within three business days of course completion. The cumulative grade point average, carried to the third decimal place and rounded to the second decimal place, will be utilized to determine class ranking. In case of a tie, calculations will be carried to additional decimal places as needed.

C. Assignments

1. Classroom/Clinical - Written assignments are to be submitted on time. Failure to do so may result in partial or total loss of credit. Assignments should reflect a high degree of care in preparation, and attention should be given to spelling, grammar and legibility. Format for written assignments shall be at the discretion of the instructor.

2. Students are encouraged to seek out strategies to enhance their learning. Students should seek help from faculty if they are having difficulty with their work. Integrity demands that the student be independent in his/her work. Group projects may be assigned in which students are expected to work together.

   Calculator use: Only basic, 4 function non programmable calculators are allowed for use during exams and quizzes. Use of programmable calculators and cell phone calculators are not allowed. SJSON will provide calculators as needed during exams.

D. Satisfactory Academic Progress for Nursing Programs

SJSON employs instructional, advising and interventional strategies that support student academic achievement of career goals.

A student is considered to be in good standing by maintaining a minimum grade point average of 2.5 for non-nursing courses (grade of C+/78%) and 2.7 (grade of B-/80%) for nursing and science courses and is earning the required credits toward the completion of their degree.

The Satisfactory Academic Progress policy applies to all students regardless of Title IV financial aid.

Students are expected to complete the program within 150% of the published length of the program.

GUIDELINES:
1. Students must meet all stated course and clinical objectives in order to remain enrolled in the program, remain eligible for Title IV financial aid, and to be eligible for graduation.
2. Students must be in compliance with all other regulations and policies of the school as listed in the student handbook including, but not limited to:
   a) Educational standards
   b) Confidentiality
   c) Financial obligations
3. Students will receive mid-term warnings when the course grade or clinical expectations at the mid-term is not met.
4. An action plan for at risk students will be developed in order to support student progression.
5. Faculty may issue a letter of communication or a verbal warning if student performance and expectations are not met at any time during the semester.
6. Students will be placed on academic probation and will remain on academic probation for the remainder of the semester as well as the following semester.
E. Math Proficiency for Student Nurses
A student must achieve a minimum of 85% accuracy on the drug math test for dosage and calculation in each of the following courses: NSG 110; NSG 120; and NSG 210. The math test must be passed before the student can administer medications in the clinical setting as applicable to the course or syllabus or lab. If a student fails to achieve a passing score s/he may retake the test twice more for a total of 3 attempts for each course.

Each time the student retakes the test, a different test version may be used. If a student fails to achieve a passing score on the third attempt, the student must withdraw from the course and may reapply to the program after successfully taking a remedial math course.

1. If a student fails the test for the first or second time, remediation is mandatory and must be documented. The student must meet with his/her advisor, agree to a plan for remediation and document the agreement. The following resources are available for remediation.
   a) A student may study on his/her own using resources of his/her own choosing. This is not encouraged after a second attempt at the math test fails
   b) A student may use the math modules on the computers in the student computer rooms
   c) A student may request one-on-one tutoring from a faculty member
   d) A student may request tutoring from a peer

F. Progressive Discipline Process

1. Record of Communication:
The instructor, Dean or Associate Dean provides the student with a verbal warning using a written Record of Communication concerning the offense. The student is counseled accordingly, expectations are discussed and the form is signed by student and faculty.
   a) If the student is already on probation for a previous violation of a policy or code of conduct, the discipline process will continue at step 2 or 3.
   b) If the student is on probation for academic reasons, it is at the discretion of the instructor whether the student’s behavior warrants starting at a verbal warning or a written warning.

2. Written Warning:
The instructor, Dean or Associate Dean reviews the performance deficit, documents the student’s failure to meet expectations previously discussed and discusses the concern with the Associate Dean or Dean. Counseling and expectations are reviewed, including, if the student fails to meet all the agreed upon terms, the student may be placed on probation or dismissed from the program.

3. Probation or Dismissal
If a student is placed on probation, all expectations must be met, or if the student has had unsafe or unprofessional conduct, and has subsequent conduct violations, the student will be dismissed from the program. A grade of “F” is assigned to that student’s transcript.

At the discretion of the Dean or designee, or at the recommendation of Faculty, a student may immediately be dismissed for conduct or behavior which seriously jeopardizes the integrity or reputation of SJSON or if the student is found to be in non-compliance with institutional policies or if the student’s behavior puts other students or patients in danger. At this time all student privileges will be revoked and the student will be dismissed from the program.

Also see Code of Conduct Policy on pg. 38

G. Academic Probation
Students enrolled in a SJSON Program must maintain satisfactory academic standing.

1. Students must maintain a minimum GPA of 2.7 (80%) or a letter grade of B- in nursing and science courses and a minimum GPA of 2.5 (78%) or a letter grade of C+ in non-nursing courses.
2. Students will receive a letter of warning for grades that do not meet the above minimum grades at mid-semester. Students who are at risk of failing may also be required to meet with faculty.
3. Students may also be placed on academic probation for failures at the mid-semester evaluation period for clinical or lab performance.
4. Students will meet with a representation of the administration, their advisor and theory/clinical
instructor. During this time, an action plan/plan for remediation will be established. The student will sign and receive a copy of the plan.

5. Students must meet with their academic advisor on a regular basis to review the remediation plan. Progress will be documented by the advisor.

6. Students must demonstrate steady progress towards increasing their academic standing by the mid-term of the subsequent semester.

7. Students may remain in the program while academic progress is monitored. Students in their final semester will be eligible to graduate if minimum grades have been achieved.

8. Students will be removed from academic probation after one semester of satisfactory academic progress.

9. If the student is readmitted to the program to repeat the failed course(s) the student will be placed on academic probation until the student achieves satisfactory academic progress.

10. A student may repeat a failed nursing course one time.

H. Student Leave of Absence Policy

Purpose:
To provide students with a pathway to withdraw from the program on a voluntary, temporary basis.

Policy:
For different reasons, a student may request to withdraw from the current semester and continue in the program the following semester or at a later time without having to formally reapply.

1. The reasons for withdrawal must be for non-academic reasons such as a personal health issue, family issue, or financial issue. The student must be in good standing to apply for a leave of absence.

2. The student may be asked to provide documentation for the Leave of Absence (LOA) such as a physician’s note. A student returning from a medical LOA is required to have a physician note allowing the student to return without restrictions (for clinical).

3. The student must fill out the Leave of Absence (LOA) Request form which can be obtained from the Administrative Assistant or Registrar’s Office.

4. The LOA request form must be signed by
   a) The student’s advisor or course instructor
   b) The Bursar
   c) The Registrar
   d) The Financial Aid Manager
   e) The Dean or designee

5. The Bursar will follow the Refund Policy to determine what, if any, financial obligation to the school or refund to the student.

6. Approval of the LOA is at the discretion of the Dean or designee.

7. The LOA, when approved, allows the student to return to their program at the beginning of the next semester or when their courses are being offered next. When taking a long-term LOA, students must restart the course at the beginning. For example, a student who takes an LOA in the middle of the course must restart the course at the beginning the next time the course is offered.

8. Students may request a specific time period for the LOA but must always start at the beginning of a semester.

9. Students may also request a short-term LOA of 1 week up to 3 weeks. The student may return to the program during the same semester, but is required to meet all course requirements by the end of the semester in order to progress in the program. The student needs to discuss the LOA with his/her advisor, as it might not be possible to make up enough clinical time to complete the semester.

10. An LOA maximum period is one year from the beginning of the semester. LOAs extending beyond one year are invalid and the student must reapply to re-enter the program. The LOA is approved for a specific time frame. If the student does not return within that timeframe, the student is considered dropped from the program and must reapply.

11. When the student has an approved LOA, his/her transcript will reflect a Withdrawn Pass (WP) status for that semester.

12. If for any reason the student is not able to return on the expected date, he/she must contact the school to advise them of the change of plans. Failure to do so will invalidate the LOA and the student will be withdrawn from the program.
13. When the student is ready to return from the LOA, the student must notify and/or meet with the following faculty and staff. The Return from Leave of Absence form must be signed in full.
   a) The student’s advisor or course instructor
   b) The Bursar
   c) The Registrar
   d) The Financial Aid Manager
   e) The Dean or designee
14. Upon returning from the LOA, the student must attend the orientation date or the first day of class as determined by the Admissions Coordinator. Missing the scheduled return date will invalidate the LOA and the student will be dropped from the program.

I. Withdrawal/Dismissal Policy

A student who has made a decision to resign from SJSON must inform the Dean of his/her intent in writing. Included in this written statement must be the reason for the withdrawal and the effective date. All financial obligations must be met before any academic information can be released to the student or to other parties at the student’s request. This includes but is not limited to academic transcripts. Compliance with the above is necessary to allow the student to remain in good standing and to be considered for re-admission at a later date. Students who withdraw or are dismissed from the program are responsible for the balance owed the school.

DISMISSAL POLICY:
Academic dismissal: a student is subject to dismissal following:
1. A grade of less than 70% (C+) (GPA 2.5) in a non-nursing course
2. A grade of less than 80% (B-) (GPA 2.7) in a nursing or science course
3. Failure to provide safe, effective and supportive nursing care in the clinical area after instruction

Dismissal for other than academic reasons may occur without prior warning. These reasons may include:
1. Cheating on exams
2. Plagiarism
3. Breech of patient confidentiality
4. Concealment of errors made in the clinical area during clinical assignments
5. Illegal possession, use and or distribution of drugs or alcohol on campus
6. Possession of a weapon on campus
7. Absence from SJSON for five (5) consecutive school days without notification.
8. Violation of the School of Nursing’s Code of Conduct or institutional policies, including policies of clinical practice sites (See Code of Conduct Policy)

J. Appeals Policy

The student has the right to appeal decisions by the faculty relative to course failure or academic or administrative dismissal from the program under the following circumstances:

1. Documented extenuating circumstances that could include medical reasons, change in financial situation, change in living conditions, personal or family emergency, or death of a family member.
2. The instructor’s method of assigning grades differed from those published in the course information/syllabus OR the instructor failed to clearly outline how the grades would be compiled.

REQUEST FOR APPEAL HEARING
1. The student will submit a written request to the Dean for a hearing before the Appeals Board. This request must be received within two (2) business days of the student’s written notification of failure or dismissal.
2. The request shall outline the circumstances on which the appeal is based that contributed to poor performance. The student will identify the changes that will make it possible to succeed if the appeal is granted.
3. The Appeals Board shall consist of three faculty members. The faculty members shall not include the student’s current theory or clinical instructors. The Appeals Board shall consider the request for a hearing. The student will be notified by the administration within three (3) business days of the decision to grant or not grant the appeal hearing.
4. If the request for a hearing is granted, the student will be notified by the Dean as to the time and place of the hearing.
5. If the appeal hearing is not granted, the course failure or academic or administrative dismissal will stand.
6. If the hearing is not granted by the Appeals Board, the student may submit a written request within two (2) business days to meet further with the Appeals Committee consisting of the Dean and Associate Deans.

LEVEL I APPEAL
1. The Appeals Board will convene the appeals hearing as soon as reasonably possible, preferably within 3 business days.
2. The student may request the presence of another person and/or his or her advisor to attend the appeals meeting. This requires prior approval of the Appeals Board. If the student is a minor, the parent or guardian may attend the hearing with the student. The support person(s) will act only as an observer and shall not actively participate in the proceedings.
3. The Appeals Board will meet with the course and/or clinical instructor and student separately.
4. Following the hearing, the student, and if appropriate, the parent or guardian, will be notified of the decision of the Appeals Board within 3 business days.
5. If the Level I Appeal is granted with contingencies, the student must successfully complete all requirements as outlined. The student is responsible for completing and paying for all classroom/clinical hours.

LEVEL II APPEAL
1. If the Level I Appeal is not granted, the student may submit a written request within two (2) business days to meet further with the Appeals Committee consisting of the Dean and Associate Deans.
2. The Appeals Committee will review all documentation regarding the appeal and will schedule a separate meeting with the student, course and/or clinical instructor within three (3) business days.
3. If the decision of the Appeals Board is reversed, the student must successfully complete all requirements as outlined by the Appeals Committee. The student is responsible for completing and paying for all classroom/clinical hours.
4. If the Level II Appeal has not been granted, the student may repeat the course if eligible and pending available space.

Notification of the outcome of the appeal shall be sent to the Financial Aid Office. The student must meet with a representative in the Financial Aid Office to discuss academic probation and satisfactory academic progress requirements. Students will be allowed to retake a nursing course only one time during the program. Further academic failure in nursing courses will result in dismissal from the program.

Please refer to the policies on Academic Probation and Satisfactory Academic Progress for further information.

K. Refund Policy
In accordance with the refund rules and regulations of the State of New Hampshire, the school policy applies to students who withdraw or are dismissed from the program and paid a portion and/or the entire tuition and fees through FACTS using a saving, checking or credit card account or with funds other than Federal financial aid. A refund will be calculated in the following manner:

1. A student who withdraws or is dismissed after the add/drop period but before completing 50% of the enrollment period (semester) is subject to a pro rata refund. In a pro rata calculation the number of weeks remaining in the enrollment period (current semester) is divided by the total number of weeks in the semester. The resulting percentage, rounded down to the nearest 10 percent, is applied to the total cost of tuition for the current semester to determine the amount to be refunded to the student or charges owed by the student. All fees are non-refundable.
Fall and Spring Terms

Week 3 = 80% tuition reduction in a 15 week semester
Week 4 = 70% tuition reduction in a 15 week semester
Week 5 = 60% tuition reduction in a 15 week semester
Week 6 = 60% tuition reduction in a 15 week semester
Week 7 = 50% tuition reduction in a 15 week semester
Week 8 = no tuition reduction in a 15 week semester

Summer Term

Week 3 = 70% tuition reduction in a 14 week semester
Week 4 = 70% tuition reduction in a 14 week semester
Week 5 = 60% tuition reduction in a 14 week semester
Week 6 = 50% tuition reduction in a 14 week semester
Week 7 = 50% tuition reduction in a 14 week semester
Week 8 = no tuition reduction in a 14 week semester

Courses offered less than a full semester will be calculated based on midpoint of course. (Example: Anatomy & Physiology I with lab and Anatomy & Physiology II with lab)

2. A student who withdraws or is dismissed after completing 50% of the enrollment period will not be entitled to a refund or tuition reduction and will be expected to pay any remaining balance.

3. Refunds owed to students will be paid within thirty days from the school’s date of determination that the student withdrew.

L. Cancellation Policy

Full refund: A student may cancel his/her enrollment any time during the semester Add/Drop period for a full refund less $100 non-refundable tuition deposit.

Any request for refunds for books, supplies or uniforms must be made directly to the vendor. SJSON does not retain any charges for these items.

An applicant can cancel his/her application for admissions within three business days of receipt of the application by the school without any penalty. After the third day the $50 application fee is non-refundable.

Procedure: A student who has made a decision to resign from SJSON must inform the Dean of his/her intent in writing. Included in this written statement must be the reason for the withdrawal and the effective date. In the case of a student who withdraws without providing written notification to the Dean, the student’s withdrawal date is the last day of attendance at an academically related activity such as class, lab, clinical, school assignments completed on site and documented by an instructor.

The Bursar and Financial Aid office are notified of the student’s withdrawal/dismissal date and a refund calculation is initiated by the bursar’s office. The school refund calculates the percentage of charges owed by the student and/or amount to be refunded.

M. Graduation Requirements

Students completing the Associate of Science in Nursing Program will be awarded an Associate of Science in Nursing degree after meeting the following requirements:

1. Students must achieve successful completion of all courses with a 78/C+ (GPA 2.5) or better for non-nursing/non-science courses and an 80/B- (GPA 2.7) or better for nursing and science courses.
2. Maintain satisfactory clinical performance in all areas.
3. Make up all necessary clinical time.
4. Student must attend NCLEX-RN review sessions provided at SJSON
5. Complete all records and return all school property.
6. Meet all financial obligations
7. Loan borrowers only - complete the mandatory financial aid exit interview
8. Be approved for graduation by the faculty.

Graduates of the Associate of Science in Nursing programs are eligible to take the National Council's Licensing Examination (NCLEX-RN).

N. Standardized Testing
Achievement tests will be administered in nursing courses. The results assess overall achievement and will be used in the total student evaluation plan. Practice exams and proctored standardized tests (paper/pencil or computer-based) will be assigned or scheduled at the discretion of the course instructor. Students are required to prepare for standardized tests using the practice exams. All graduating students are required to take both the practice exam and proctored Comprehensive Predictor Exam.

Students must achieve an individual score above the mean that is equivalent to a 90% on the practice exam before they can take the proctored comprehensive exam.

Students are required to achieve an individual score above the mean that is equivalent to a 90% predicted probability of passing the NCLEX-RN on the proctored comprehensive exam.

If the student achieves less than 90% on the proctored exam, s/he will be required to:
Develop a remediation plan and timeline with their advisor, using the focused review from the practice exam results.

The student is required to repeat the comprehensive exam prior to the completion of the course. If the student’s NSG 220 course average is an 80% or better, and the student passes the standardized comprehensive proctored exam with a 90% predicted probability of passing NCLEX-RN, two points will be added to the final course grade.

O. Attendance/Absenteeism/Tardiness Policy
Students must attend all classes and clinical experiences.

1. Classroom/Laboratory Absenteeism
   Attendance at all classes, labs, and scheduled exams is mandatory.

2. Students absent for three (3) or more consecutive days due to health issues are required to submit a healthcare provider’s statement indicating their ability to attend class and/or clinical without restrictions. The Dean or designee may, at any time, request a statement from a healthcare provider.

3. Missed Exams
   a) Exams will not be given prior to the scheduled class time.
   b) If a student is going to be absent on exam day, the instructor must be notified prior to the exam time. Arrangements for make-up exam must be made at this time with the instructor.
   c) Make-up exams must be made up within one week’s time or a grade of zero will be assigned. Also, if the student fails to show for the arranged make-up time, a grade of zero will be assigned.
   d) Five points will be deducted after the original exam time and then two points per scheduled class day thereafter up to one week’s time for unexcused absences.

4. Any student, who misses more than 12 cumulative class/lab hours or 25% of class/lab hours of an individual course, unless otherwise stated in the course syllabus, will be reviewed by Administration.

5. Clinical Attendance/Absenteeism
   a) Students MUST have submitted complete health records with current immunizations and up-to-date CPR certification in order to attend clinical.
   b) Students must have completed a criminal background check prior to attending clinical.
   c) Students are expected to be present for all clinical and observational experiences.
   d) When absent from clinical site, the student will follow the facility protocol, clinical instructor guidelines, and notify the school at least one hour prior to start time.
e) Two days of clinical absenteeism per semester will result in a written warning. Any additional days of clinical absenteeism will result in notification to appear before the Dean/Associate Dean to explain the absences.

f) All clinical absenteeism must be made up at a prearranged, prepaid fee of $50.00 prior to completion of the semester.

g) Failure to attend clinical seriously jeopardizes an individual’s eligibility to remain in the program.


   a) In the event of the death of a member of the immediate family, up to three days absence is allowed. Immediate family includes spouse, children, brothers, sisters, parents, parents-in-law and grandparents. All missed clinicals must be made up at no charge.

   b) Jury duty or mandatory court appearance: All missed clinicals must be made up at no charge.

   c) Medical emergency for immediate family or self: All missed clinicals must be made up at no charge.

   d) Illness documented by provider note. All missed clinicals must be made up and there will be a charge, per policy. All assignments or exams are due the day the provider note allows the student to return to school unless other arrangements are made with the instructor. The only exception is for major holidays, in that case the assignments or exams are due the next calendar weekday.

   e) Military obligations: All missed clinicals must be made up at no charge.

7. Tardiness

   Clinical tardiness will be monitored by the instructor and reflected in the clinical evaluation form. Classroom/lab tardiness will be addressed at the discretion of the faculty. Chronic tardiness could result in dismissal from the program.

P. Code of Ethics

Students enrolled in the School of Nursing will be expected to comply with the American Nurses Association Code of Ethics:

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

The nurse owes the same duties to self as to others including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Code of Ethics for Nurses with Interpretive Statements, 2015, American Nurses Association)
Q. **Code of Conduct**

Based on St. Joseph Hospital and the School of Nursing’s commitment to excellence, we believe that it is the responsibility of all individuals associated with these organizations to possess a caring and compassionate attitude. The following attributes define our behaviors:

1. **Service:** I treat peers, instructors, patients, guests and staff as I would want to be treated.
2. **Professionalism:** I understand that all I say and do is a reflection of St. Joseph Hospital and the School of Nursing. I will contribute to a positive image of nursing in manner of dress, comportment, speech and action.
3. **Integrity:** I will do the right thing for the right reason. I will act in the best interest of my patients. I will be honest in all my interactions and seek to build trust with others. I will maintain confidentiality at all times.
4. **Responsibility:** I follow through on commitments, actively participate in classroom and clinical activities and take pride in my work.
5. **Innovation:** I seek opportunities to improve as an individual and support innovation in my peers. I embrace change with a positive attitude. I suggest improvements to the program along with identifying issues.
6. **Teamwork:** I support peers by expressing appreciation and encouragement. I discourage gossip and disrespectful behaviors. I respect cultural and personality differences, understanding that diversity makes us stronger. I will go directly to my peers, staff and instructors with a spirit of reconciliation in times of conflict.

**Conduct Policy**

Students are expected to conduct themselves in a manner that is consistent with the Mission and Philosophy of St. Joseph Hospital and the School of Nursing. Students must be in compliance with SJHSON and clinical site policies at all times.

Failure to meet certain standards may cause students to enter into progressive discipline. Examples of behaviors that can lead to progressive discipline include but are not limited to:

- Disruptive behaviors in the classroom
- Disrespectful behaviors towards the instructor (clinical or classroom) including sleeping during class or clinical
- Perceived threatening behaviors to faculty or peers
- Failure to complete assignments or failure to complete assignments on time
- Failure to adhere to the dress code
- Performance issues
- Absenteeism or chronic tardiness

*Also see the Progressive Discipline Process on pg 31*

R. **Academic Dishonesty/Plagiarism**

**Purpose:**
To maintain and ensure academic integrity and to promote fairness among students.

**Definition:**
Academic dishonesty includes: seeking information or attempting to obtain information from another student or any other source or giving information to another student during a test or during other graded individual assignments; using the ideas or writings of another person, but making them appear to be one's own ideas.

**Policy:**
Academic dishonesty on graded assignments, such as tests, papers, or other projects, will result in serious disciplinary consequences.

1. Students who cheat on tests will be dismissed from the classroom and receive a zero on the test and may be dismissed from the school.
2. CHEATING ON PAPERS AND OTHER PROJECTS INCLUDES PLAGIARISM. SOME EXAMPLES OF PLAGIARISM INCLUDE:
a) Copying all or part of a paper from a book, web site, magazine, or other source without putting the quoted material in quotation marks and citing the source in the student’s paper.

b) Paraphrasing: (restating in one’s own words) someone else’s original ideas without acknowledging the other person as the source, creating false clinical data, laboratory data, research data, or observational data.

3. Students must cite sources used in their papers in American Psychological Association (APA) format.

4. Students who have any questions about whether their work might constitute plagiarism should review it with the instructor before submitting it for a grade.

5. Disciplinary action for plagiarism can include a failing grade on the assignment, failure in the course, and dismissal from the school.

Procedure:
1. If an instructor suspects that a student has plagiarized an assignment or has been academically dishonest, the instructor shall immediately inform the student and discuss the assignment and circumstances with the student. The instructor may:
   a) Decide that no further action is necessary and consider the incident resolved OR
   b) Require that the student resubmit the assignment OR
   c) Give the student a failing grade for the assignment OR
   d) Give the student a failing grade for the course.

2. The instructor will inform the Dean and the Associate Dean of the action.

3. Student Affairs Committee has the right to dismiss the student from the program upon review of the incident.

4. The student may appeal the decision according to the Appeals Policy.

5. Except in the circumstance of a. above, if the student remains in the program, s/he will be placed on academic probation for the remainder of his/her tenure.

6. The incident will be documented and placed in the student’s file and the student’s advisor will be notified.

S. Compliance with Copyright and Intellectual Property Laws

Purpose:
$SON$ recognizes and abides by copyright and intellectual property laws (Title 17 of the U.S. Code) and expects faculty and students to do the same.

Definitions:
Copyright is defined as a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used.

Policy:
The purpose of copyright law is to promote creativity, innovation and the spread of knowledge. The law does this by balancing the rights of both authors (copyright holders) and users.

1. Authors’ Rights
Any creative work, in fixed and tangible form, is copyrighted. Anything you create (writing, video, images, music, etc.) is automatically copyrighted at the moment you create it. As a creative individual, you are protected by copyright law, which gives you rights to control how your works are distributed. As the copyright holder, you are responsible for detecting infringement. When other people distribute your copyrighted work without your permission, this may be an infringement of your legal rights. Violating copyright can have severe financial consequences but it can be expensive and time-consuming to pursue legal action.

2. Users’ Rights
Under some circumstances, users can use copyrighted works as part of their own creative work. The doctrine of fair use (Section 107 of the Copyright Act of 1976) states that people can use copyrighted works without payment or permission when the social benefit of the use outweighs the harms to the copyright holder. To make a fair use determination, users consider all the factors involved in the context and situation of their use of the copyrighted material. Fair use is especially helpful when people want to use small amounts of a copyrighted work for socially beneficial purposes, like news reporting, teaching, comment and criticism, research and scholarship. In the context of copyright law, the doctrine of fair use is one of the main guarantees
of free expression. News reporters depend on fair use because of its obvious importance in disseminating information. Broadcasting professionals routinely claim fair use when they make use of short clips from popular films, classic TV programs, archival images, and popular songs without payment or permission.

3. **Special Exemptions for Teachers and Librarians**
   Copyright law includes provisions that enable educators to use copyrighted material for teaching and learning. Section 110 allows educators to make performances and displays of all types of works in a classroom. Students and teachers can show videos, read plays, project slides or use copyrighted materials in other ways for educational purposes. When materials are used for online distribution, the law allows posting of materials to servers under some conditions. When teachers want to use materials for online learning, they may also rely on the doctrine of fair use or seek permission.

4. **Attribution and Good Faith**
   Some people mistakenly believe that they can use any copyrighted work in their own creative work as long as they "cite their sources" or use attribution to identify the author. Using attribution is sign of good faith in the fair use process, but it does not shield a user from copyright liability. That's why it's important to make a careful fair use determination using the process described below. SJSON recommends that you make use of attribution whenever possible. But attribution is not required in order to claim fair use. Many broadcasters use short excerpts of copyrighted clips under fair use without attribution, for example. Students and teachers should review the various norms for attribution that exist across different media genres (non-fiction, scientific writing, art, poetry, websites, documentary film, etc.).

5. **Making a Fair Use Determination**
   Critical thinking is required to make a fair use determination. Ask yourself two questions:
   a) **Transformativeness:** Is my use of a copyrighted work transformative? Am I using the material for a different purpose than that of the original? Or am I just repeating the work for the same intent and value as the original?
   b) **Amount:** Am I using only the amount I need to accomplish my purpose, considering the nature of the copyrighted work and my use of it?

   The law empowers users to make a fair use determination for themselves. Thinking about the issue from the perspective of both the copyright holder and your own point of view is important.

6. **Digital Media**
   SJSON recommends that when using copyrighted material in your digital media production, you put your answers to these questions in writing, using reasoning to support your ideas.

7. **Copyright Requirements**
   The use of the copyright symbol ©, use of the word "copyright", the name of the copyright owner and the year of publication constitute copyright notice. Three requirements for something to be copyrighted include:
   a) **Fixation:** The work is written, posted online, or stored on a phone, computer, audio or video device.
   b) **Originality:** Original expression includes a novel or even a student’s e-mail messages. Work that is transformed or adapted or combined in new ways makes them eligible for protection.
   c) **Minimal Creativity:** The work must include something outside of verbatim use.

8. **Code of Best Practices for Media Literacy Education**
   Review the Code of Best Practices for Media Literacy Education which identifies common situations where fair use clearly applies to the use of copyrighted materials for building students' critical thinking and communication skills. Educators can:
a) Make copies of newspaper articles, TV shows, and other copyrighted materials and use them and keep them for educational use
b) Create curriculum materials and scholarship that contain embedded copyrighted materials
c) Share, sell and distribute curriculum materials that contain embedded copyrighted materials.

9. **Transformativeness Standard**
   Learners can use copyrighted works in creating new materials and distribute their work digitally if they meet the transformativeness standard.

10. **Code of Best Practices for Online Video**
    Also review the Code of Best Practices for Online Video, which applies to the creation of new videos that are distributed online. People can use copyrighted material:
    a) To comment on or critique copyrighted material
    b) To use copyrighted material for illustration or example
    c) When capturing copyrighted material incidentally or accidentally
    d) When reproducing, re-posting, or quoting in order to memorialize, preserve, or rescue an experience, an event, or a cultural phenomenon
    e) For copying, re-posting and re-circulating a work or part of a work for purposes of launching a discussion
    f) When quoting in order to recombine elements to make a new work that depends for its meaning on the (often unlikely) relationships between the elements.

11. **Permissions and Licensing:**
    If you're using copyrighted material for the same purpose as the original or otherwise do not feel that your use of the work qualifies for a fair use exemption, SJSON recommends that you ask permission from the copyright holder.
    a) For amateur creations (independent musicians, Flickr photos, YouTube videos), send the creator an email requesting to use their work. Request permission by stating your purpose and describe how you're using their work, along with your name and full contact information
    b) When using commercial or professional work (AP photos, music) for non-transformative purposes that do not qualify for a fair use exemption, SJSON recommends that you use the licensing process, which generally involves filling out a form or sending an email.
    c) When using copyrighted work under Creative Commons licenses, you can simply use the work.

12. **Items that cannot be Copyrighted**
    Items that cannot be copyrighted include: ideas and facts in the public domain; words, slogans or phrases (slogans may be protected by trademark law); blank forms; government work or works created by federal government employees in the course of their official duties.

13. **Resources and Education at SJSON**
    SJSON will provide resources and education on this policy and will ensure that every printer, photocopy machine and all equipment that is capable of making copies will include the following text:

    NOTICE: The person making copies on this machine must abide by Title 17 of the U.S. Code (copyright law) and is liable for any infringement on the law.

**T. Professional Appearance and Dress Code**
Professional appearance and adherence to the dress code are subject to the Dean and faculty evaluation and approval at all times.
Identification badges must be worn at all times while on campus and in all clinical settings

1. **Dress Code - Clinical**
   a) Student uniform will be clean and pressed. Students may wear a white short-sleeved crew neck T-shirt under uniform top.
   b) Clean white leather shoes. No jogging/aerobic or tennis shoes are allowed.
   c) A watch with a second hand is required.
   d) The following jewelry is allowed:
      (1) **Two finger rings (no large settings)**
      (2) **One pair of earrings, white, gold or silver no larger than earlobes**
      (3) **Small, narrow gold or silver neck chain worn within uniform**
   e) Excessive cologne or offensive body odor are not acceptable.
   f) Nails should be neatly trimmed. Bright nail polish, nail jewelry and all forms of artificial nails are prohibited.
   g) Body art such as tattoos and piercings must be covered while in clinical.
   h) Hair must be NEAT and CLEAN, groomed away from face and MAINTAINED OFF SHOULDERS.
   i) Males must be cleanly shaven; any form of beards and mustaches must be neatly trimmed and groomed.
   j) White lab coats are to be worn over the uniform if required by the facility and when not engaged in direct patient care. No lab coats, sweaters or vests are to be worn when administering direct patient care.

2. **Dress Code - Classroom**
   Students are expected to dress in a professional manner. Attire should be neat, clean, and appropriate. Torn or ragged jeans or revealing clothing, are not appropriate. Midriff tops, form fitting clothing, caps or hats are prohibited.

3. **Classroom/Clinical Conduct**
   a) Professional behavior is expected in the classroom and clinical areas at all times.
   b) Classes/clinicals begin promptly at the designated time. Students are expected to arrive on time.
   c) Personal appointments must be scheduled outside of class or clinical time.
   d) NO food or drink is allowed in any classroom at any time. Classrooms are to be kept neat and orderly.
   e) All cell phones/beepers must be off during classroom/clinical hours.

**U. Social Media**

SJSON recognizes that social networking (such as personal web sites, blogs, Facebook, MySpace, Twitter, online group discussions, message boards, chat rooms, etc.) can be used by students for personal reasons as well as educational purposes. SJSON also understands how the use of internet social network sites and blogs can shape the way the public views our school and our organization. SJSON respects the right of any employee or student to maintain a blog or post a comment on social networking sites. However, it is also committed to ensuring that the use of such communications serves the needs of our school by maintaining SJSON’s identity, integrity, and reputation in a manner consistent with our values and policies.

This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all SJSON “users.” These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by St. Joseph at any time, for any reason, without notice to users.

By adopting this policy, SJSON is not seeking to limit the free flow of communication or any of the legal rights held by its students or restrict them from communicating. Rather, this policy is intended to protect SJSON’s legitimate interest. For example, do not post internal reports, policies, procedures regarding St. Joseph, or other internal school-related confidential communications.
Additionally, nothing herein should be construed to prohibit communications which would be permitted under applicable law, including but not limited to the National Labor Relations Act.

Definitions:
The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, web bulletin boards, chat rooms, and so on, through providers such as Facebook, LinkedIn, MySpace, Twitter, YouTube or others, whether or not affiliated with St. Joseph Hospital or School of Nursing.

Policy:
SJSON has established the following set of rules and guidelines for all “online social media” (which includes but is not limited to e-mail, social networking sites, blogs, microblogs (Twitter), bulletin boards, etc.).

Procedure:
1. As a student, you are personally responsible for any of your online social medial activity conducted using an e-mail address, or on a website or page, and/or which can be traced back to a company domain and/or which uses St. Joseph’s assets, such as electronic resources.
2. You should also be mindful of your online conversations and social network postings during your own time. In general, what you do on your own time is your affair; however, your conduct, even while not in school, can reflect on and affect SJSON. We expect that you will conduct yourself in a professional manner. We also ask that you exercise personal responsibility whenever you blog or use social networking websites.
3. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects patients, vendors, people who work on behalf of St. Joseph or St. Joseph’s legitimate business interests may result in disciplinary action up to and including termination.
4. Please also be mindful of the following guidelines:
   a) Maintain the confidentiality of St. Joseph’s private and confidential business information and that of any patient, client or patient families that you have contact with.
   b) Students are obligated to comply with all federal, state and local laws related to privacy and confidentiality, including, without limitation, HIPAA.
   c) As students at SJSON, you have a moral, ethical and legal responsibility to maintain an individual’s right to privacy. Identifiable patient information, whether it is oral or recorded is protected by HIPAA, when that information could identify an individual by name, medical condition, demographics or other means. This policy expressly prohibits the posting of written material or photographs that identify patients/clients, health care agencies, educational institutions or other students in clinical sites or patient related activities.
   d) Additional clinical site specific policies related to the use of social media and technological resources will be honored.
   e) Express only your personal opinions. Never represent yourself as a spokesperson for St. Joseph or St. Joseph School of Nursing. Only those officially designated by St. Joseph have the authority to speak on its behalf.
   f) Do not use “St. Joseph School of Nursing” or its logo on any personal postings.
   g) Be respectful of your potential readers including fellow students, customers, patients, vendors or people who work on behalf of St. Joseph. Also, keep in mind that you are more likely to resolve school-related complaints by speaking directly with your advisor/instructor or by utilizing our complaint process, than by posting complaints to a social media outlet. Nevertheless, if you do decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as discriminatory, malicious, obscene, defamatory, threatening or intimidating, that disparage customers, patients, other students, employees, former employees, vendors or St. Joseph competitors. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or school policy. The school’s anti-harassment and discrimination policies still apply.
h) Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about St. Joseph, fellow students, customers, patients, vendors, and people working on behalf of St. Joseph or competitors.

i) Requesting or entering into an on-line friendship (“friending”) with on social networking sites with patients of St. Joseph’s is prohibited.

j) Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through a blog or social network account. Specifically, students are obligated to comply with all federal, state and local laws related to privacy and confidentiality, including, without limitation, HIPAA. Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to as “Terms of Use.” You must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules. Students are prohibited from posting any patient or employee related information on blogs or social networking accounts.

k) When participating in any social media, be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting SJSON product or service on any form of social media, you must clearly and conspicuously disclose your relationship with St. Joseph to the members and readers of that social media. Do not use your own personal online relationship or St. Joseph’s network to influence polls, ranking, or web traffic. This is called “astroturfing” or “sock-puppeting” and is highly unethical. You are not to use the size and breadth of the St. Joseph network to unduly influence process, ranking, or web traffic where said traffic is a measure of success or popularity of a particular political opinion.

l) These policies apply to postings, blogging and texting occurring at any time, on any computer or electronic device, whether or not it is the property of St. Joseph.

m) St. Joseph reserves the right to take disciplinary action, up to and including termination, if a student’s electronic communications violate St. Joseph policy.

n) St. Joseph has the right but not the duty to monitor the use of all electronic resources, including but not limited to internet usage, for the purpose of protecting its interests. Students should have no expectation of privacy in the use of the school’s electronic resources. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspect of your use, including the websites you visit and other Internet/Intranet activity. The reasons the school accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegation of system abuse or misuses; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

o) When publishing any online material through social media that includes another’s direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

Retaliation is prohibited. SJSON prohibits taking negative or retaliatory action against any student for reporting a possible deviation from this policy or for cooperating in an investigation. Any student who retaliates against another student or employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

If you have questions or need further guidance, please contact the Dean of the school or one of the Associate Deans.

Further guidance can be found at https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf

V. HIPAA Policy

All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow Rules and Regulations related to the HIPAA Act.
W. Safety and Security

   The Crime Awareness and Campus Security Act of 1990 requires that the school collect statistics concerning the occurrence of the following criminal offenses on campus: 1) murder and non-negligent manslaughter, 2) negligent manslaughter, 3) robbery, 4) aggravated assault, 5) burglary and 6) motor vehicle theft, 7) arson, 8) forcible and non-forcible sex offenses. St. Joseph is a safe campus and only a few minor offenses have occurred over the past years. Statistics are on file in the Dean’s office and are available on the website.

School security is provided through the Security Department at St. Joseph Hospital. The Chief of Security is responsible for the oversight of the Security Department and reports to the Vice President of Finance/Chief Financial Officer. Public safety concerns are coordinated with local law enforcement agencies.

Members of the St. Joseph Hospital Security Department serve as agents of the hospital, and are authorized to enforce all hospital policies and regulations. Although the officers do not have powers of arrest, they work closely with the local law enforcement agencies to enforce all local, state and federal laws.

School and campus security is provided on a 24 hour a day/7 day a week basis. Security officers make regular rounds of the hospital proper and surrounding buildings, parking garages and the school. Security officers are equipped with radios that place them in direct contact with the communications center.

On the Nashua Campus students may make emergency calls using school or hospital extensions by dialing the “211” extension. Students should refer to the Hospital Codes outlined on the reverse side of their identification badge. These calls will be answered by the hospital communications center and routed to the on duty security officer(s).

It may also be necessary to call “911” should an ambulance be necessary. Calls for assistance outside the school or hospital buildings should be made to “911”. Remember that it is necessary to obtain an outside telephone line by dialing “9” prior to 911. In case of a fire, the nearest fire alarm should be activated. Security can be reached by pager at 376-4900 or extension 64900.

When calling either extension, be prepared to provide the following information as applicable:

- Your name and nature of the incident/accident
- The location of the incident/accident
- A description of the scene, surroundings, suspects
  - A description of any motor vehicle involved in the incident, including license plate number

It is important to remember to call the emergency numbers if you suspect a crime has been or is being committed. Do not delay, call immediately.

2. School Security
   The school building is secured with a badge-swipe system that is activated by the student, faculty or staff badge. Students will have access to the school during normal business hours Monday thru Friday 7:00 am until 11:00 pm. Students do not have permission to be in the school building during holidays or days that the school is officially closed. Selected areas will be locked after daytime classes, but can be accessed by faculty and staff as needed. The building is monitored with security cameras.

3. Crime Prevention Services
   Students and staff are encouraged to be alert and take an active part in prevent crime and assume responsibility for their safety. Vehicles should be locked and only necessary personal possessions should be brought to school and into the clinical area. Many clinical sites do not provide secure areas for personal possessions.
A member of the Security Department will meet with students during orientation to review safety/security issues. In addition, semester updates will be distributed to students through the SONIS portal at the beginning of each semester, informing them of any changes or areas of concern regarding campus safety and security.

Escort service to parking areas are available 24 hours a day, 7 days a week. Contact Security at 376-4900 or dial “0” to request an escort.

Students participating in second shift/evening clinical experiences at the hospital or attending evening classes are allowed to park in the parking garage. Students participating in first shift/day clinical experiences are expected to park in the assigned or designated student parking areas (Lot H-church; Lot F-rectory; Grass lot next to NH Catholic Charities). Walking with another student to and from activities on campus is encouraged.

PERSONAL SAFETY TIPS FROM ST. JOSEPH HOSPITAL SECURITY DEPARTMENT

When entering or exiting the facility:
- Walk in groups (safety in numbers)
- Try to avoid isolated areas (if alone contact Security for an escort)
- Always carry car keys in hand to allow quick access to vehicle
- Stay near streetlights
- Hold your purse or personal belongings tightly and close to your body

If you feel you are being followed:
- Cross the street or try to change direction
- Keep looking back so the person knows you cannot be surprised
- Go to a well-lit and/or public area (anywhere there are people)
- Try to notice and remember as many details as possible to provide a good description

When leaving your car, office or work area:
- Lock office doors and areas you are not going to be around—even for brief periods of time
- Protect your keys and ID badge
- Keep valuables locked up and out of sight
- Keep car windows up and doors locked
- Have emergency numbers near or on your phone
- Contact Security immediately by calling the hospital switchboard (882-3000) if you see suspicious people, vehicles or activities on the hospital or school grounds. Advise the operator of the situation and location being as specific as possible.

4. **Timely Warnings**

The School of Nursing will, without delay, issue timely warnings of serious crimes that occur on the campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). These warnings alert staff and students to crimes that may pose serious threats to their safety and security. Knowledge of these crimes will enable staff and students to be more vigilant regarding their personal safety. Notification may be delayed if, in the professional judgment of authorities, the notification is deemed to compromise enforcement efforts to respond, contain, mitigate or isolate the emergency.

See Violence Against Women Reauthorization Act of 2013

Warnings will be generated using the SONIS system. Additional information may be conveyed face-to-face in the classroom and notices in student, faculty and staff mailboxes.
Warnings will be issued for the following incidents:

- Murder
- Sexual offenses, forcible or non-forcible
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Manslaughter
- Major incidents of arson
- Arrests and/or disciplinary referrals for liquor and drug law violations or illegal weapons possession

Other crimes as determined necessary by the Chief of Security or the Dean.

5. Crime Statistics

Crime statistics for incidents that occur on campus and local areas shall be reported on the School of Nursing website. Statistics will be collected from the local police departments in conjunction with the St. Joseph Security Department personnel. Students, who have been victims or who have witnessed any crime may voluntarily report the incident in confidence for inclusion in the annual security report.

6. Hate Crimes

Hate Crimes will be reported to the Dean and in the School of Nursing’s crime statistics. (34 CFR 668.46(c)(3)).

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. Hate crimes include any offense that is motivated by bias: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible) robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation and simple assault.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession to constructive possession of another.

Destruction/Damage/Vandalism of property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, not the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Domestic violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall
be determined based on a consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific persona that would cause a reasonable person to fear for his or her safety or the safety of others; suffer substantial emotional distress.

7. **Non-Discrimination and Freedom from Sexual Harassment**

SJUJSON believes that all employees, applicants for employment, students, and applicants for admission have a right to work in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on sex, pregnancy, age, race, color, national origin, religion, sexual orientation, marital status, physical or mental disability, genetic information, veteran or military status, legally recognized civil union status or membership in other protected groups.

**Purpose:**
To provide a working and learning environment free from all forms of harassment, discrimination or intimidation. Harassment of any sort (verbal, physical, sexual or visual) against or by any person, including employees, supervisors, co-workers, students, or other persons, will not be tolerated.

**Examples of Prohibited Conduct:**
Each employee/student must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of prohibited harassment include, but are not limited to:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual’s normal work movement or assault; and
- Retaliation: making or threatening reprisals as a result of a negative response to harassment.

**Definition of Sexual Harassment**
Sexual harassment is one form of unlawful harassment. It is also considered to be discrimination. Sexual harassment is defined here separately because the line between acceptable social contact between individuals and unlawful sexual harassment is sometimes more difficult to determine.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance at work or at school, or creates an intimidating, hostile, or offensive work or learning environment.

Employees and students need to be concerned not only with the intent of their actions of this kind but also the effects; even unintentional conduct (including conduct that is intended as a
“joke”) can be deemed a violation of this policy. Repeated occurrences will be considered intentional violations of the policy.

A hostile work environment may be created by supervisors, co-workers, and subordinates as well as by non-employees, such as students, patients, suppliers, vendors, and contractors who have work-related dealings with employees. Sexual harassment includes behavior by members of the same sex, as well as members of the opposite sex, directed at a person because of his/her sex or sexual orientation.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of the School, coworker, student or nonemployee who is on School premises or who comes in contact with School students and employees.

**Consequences for Violating this Policy**

Harassment may be indirect and even unintentional. Violations of this policy, whether intended or not, will not be permitted. Employees and students who violate this policy will be subject to disciplinary action up to and including termination. Non-employees and vendors will be asked to leave the premises and may be barred from returning.

**What You Should Do If You Are Harassed**

Harassment is a violation of the School’s policy and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees/students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

Employees/students who have complaints of harassment should report the incident immediately in accordance with our Reporting Procedure for Harassment and Discrimination, set forth below. In addition, the School of Nursing has a policy on sexual harassment and non-discrimination that provides more information concerning the reporting of complaints and the process of investigation.

**Retaliation is Prohibited**

Retaliation against an employee/student who complains in good faith about sexual or other unlawful harassment is a violation of the School’s policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. All incidents of retaliation should be immediately reported in accordance with the Reporting Procedure for Harassment and Discrimination.

**Reporting Procedure for Sexual Harassment and Discrimination:**

If you believe that you have experienced unlawful discrimination or harassment, you must follow this reporting procedure to notify us of the problem so that we can promptly and thoroughly investigate the matter and take appropriate action. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No employee/student/visitor in this organization is exempt from our policies prohibiting harassment and discrimination.

a) Any student who believes that s/he has been discriminated against or harassed should immediately notify the Dean, their advisor or course instructor, unless that person is the source of the problem, condones the problem, or ignores the problem, then report to the Dean or the Office of Human Resources at St. Joseph Hospital.

b) Supervisors, managers, associate deans, and instructors who become aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Dean or the Vice President of Human Resources.

c) The School will investigate every reported incident promptly, thoroughly and in a discreet manner. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be considered confidential to the extent possible.
d) Once the investigation has been completed, a determination will be made as to whether or not harassment has occurred and what, if any, corrective action should be taken.

e) Any employee/student who has been found to have violated our policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment or matriculation. The School will also take other corrective or remedial actions, when appropriate.

f) We encourage reporting of complaints so that we may appropriately address and correct any problems. An employee/student who participates in good faith in any investigation under this policy has the School's assurance that it will not tolerate any retaliation against him/her as a result of bringing the complaint or otherwise participating in the process. All employees/students are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.

g) The Investigation:
(1) Confidentiality – In all cases, information will remain confidential to the extent under the law. In cases of harassment, the School of Nursing has a legal obligation to investigate the claim.

(2) Impartiality in the Investigation – No conclusion will be drawn until all facts have been gathered and all information has been evaluated.

(3) An investigator will be appointed. The investigator will work with the appropriate parties involved to conduct the investigation. The purpose of the investigation is to determine whether or not a policy violation has occurred. In most cases, the investigation will include interviews of the complainant and the accused, as well as any witnesses or persons with pertinent factual knowledge.

(4) The complainant, the respondent and any and all witnesses are required to comply with the following:
   (a) Honesty: All information given in the course of the investigation should be true and accurate to the best of the individual’s knowledge.
   (b) No Retaliation: Retaliation against a student or employee who complains about unlawful harassment or discrimination is against the law and will be handled accordingly. Retaliation against anyone who participates in an investigation is against policy and will be handled accordingly.

h) The results of the investigation will be reviewed by the Office of Human Resources and the Vice President for Patient Care Services.

i) Complaint Process when the Accused is a Third Party
   (1) A student or faculty member may bring a complaint of sexual harassment against a School of Nursing visitor, guest, or vendor. Complaints should be made immediately to the Dean. An investigation will begin immediately with consultation with the Vice President of Human Resources and the Vice President for Patient Care Services. If deemed appropriate, steps may be taken to bar the alleged harasser from campus. The person who hosted or contracted with the alleged harasser may be informed of the actions taken and reasons for them.

j) Record Keeping: The original complaints and the investigation materials will be maintained at the School of Nursing. A file will be created to specifically hold these materials. Any discipline taken with an employee/student will be documented and the original document will be maintained in the employee’s or student’s file.

k) Outcomes of the Investigation: Upon completion of the investigation, the Dean in consultation with the Vice President of Human Resources and the Vice President for Patient Care Services will determine the appropriate outcome, depending upon the results of the entire investigation. Possible results include:
   (1) A finding that the allegations are not supported
   (2) A negotiated resolution to the complaint
   (3) A finding that a policy violation has occurred

l) If it is determined that a policy violation has occurred, the Dean in consultation with the Vice President of Human Resources and the Vice President for Patient Care Services will determine the appropriate disciplinary action up to and including dismissal.
If the sexual harassment complaint includes assault, most adult sexual assault injuries are not required to be reported to the police, and it is the victim’s decision whether or not to report the crime to law enforcement.

(1) The current rules adopted under RSA 631:6 are as follows: If the victim is 18 years of age or older, and has received a gunshot wound or other serious bodily injury, the injuries must be reported to law enforcement.

(2) As defined in RSA 161-F:43 "serious bodily injury" means any harm to the body which causes or could cause severe, permanent or protracted loss of or impairment to the health or of the function of any part of the body.

n) If the employee or student wishes to report the complaint/assault to the police, the School of Nursing investigator and the Dean will assist him/her in making that report if needed. The School is still required to conduct their own investigation but will coordinate with law enforcement officers.

Contact information:

Designated Title IX Coordinator:
Cami Czohara
Enrollment Services and Financial Aid Manager
St. Joseph School of Nursing
5 Woodward Avenue, Nashua, NH 03060
(603) 595-3948 or (603) 882-3000 x63948

Director of Human Resources
Office of Human Resources, St. Joseph Hospital
172 Kinsley Street, Nashua, NH 03060
(603) 595-3156 or (603) 882-3000 x63460

Vice President for Patient Care Services
Patient Care Services
172 Kinsley Street, Nashua, NH 03060
(603) 882-3000 x66001

8. SEX OFFENDER REGISTRY
Information may be retrieved through the Registration of Criminal Offenders located on the web at: http://www4.egov.nh.gov/nsor/search.aspx

9. EMERGENCY RESPONSE
The School of Nursing will conduct an annual test of the emergency response plan and notification system. Testing will be conducted in conjunction with the St. Joseph Hospital Safety/Emergency Management Team and with local authorities as needed. Results of the test will be kept by the Dean and the Safety Officer at St. Joseph Hospital.

Students will sign an attendance roster at the beginning of classes. The instructor will be notified by the student should s/he need to leave the class prior to the scheduled stop time in order to be able to account for all students. Students should be aware of the emergency routes from the building. Evacuation routes are posted in public/student areas. Students are required to stay at the evacuation site until all students are accounted for.

X. Possession, Use and Sale of Alcohol, Drugs and Tobacco
This policy is intended to apply to all students, faculty and staff at all campuses and at all locations that students and staff engage in activities related to the school.

The School of Nursing will, on an annual basis, provide employees and students information on drug and alcohol prevention as well as smoking cessation.
Information on smoking cessation can be located on the following websites.

http://www.lung.org/

http://www.cancer.org/

http://www.cdc.gov/tobacco/

1. **Tobacco**
   St. Joseph Hospital is a smoke-free campus. The School of Nursing will enforce the State of New Hampshire RSA 155-64-77 in order to protect the health and safety of students and staff.

   “It is the policy of St. Joseph Hospital that smoking and other forms of tobacco use shall be prohibited inside all building or on the grounds of St. Joseph Hospital. This includes the main hospital campus and all satellite facilities that are considered part of the St. Joseph Hospital organization. Additionally, smoking by employees not on St. Joseph Hospital property yet acting in the capacity of its representatives shall be prohibited.” (GA-13). This policy includes students who attend a clinical experience, classes and otherwise represent the school at off-site facilities or events.

   Students shall not smoke during their clinical day. Instructors who find students in violation of this policy shall dismiss the student(s) from the clinical area. Infractions will be reported to the Dean for resolution. Infractions will follow the policy of progressive discipline up to and including separation from the school. Additionally, students shall abide by any and all additional policies of the institutions that are included in clinical experiences.

2. **Alcohol and Drugs**
   The possession and use of alcohol in the school building proper, surrounding grounds or on hospital property is strictly forbidden.

   The possession, sale or use of non-prescription drugs, as well as the possession, sale or use of drug paraphernalia prohibited by law on the grounds of St. Joseph Hospital, the school campus, and any location where the student is engaged in SJSON activities will result in separation from the school and prosecution. The administration of SJSON will fully cooperate with law enforcement in this area. The use, possession or distribution of narcotics or other controlled substances, except as allowed by law (ex: prescription drugs) is forbidden.

3. **Observed/Reported Suspicious Behavior**
   It is the responsibility of SJSON to provide a safe learning environment. Additionally, the School of Nursing has the legal requirement from the NH Board of Nursing to provide for the safety of patients/clients we care for in the clinical area. Therefore, any suspicious behavior that is observed or reported will be investigated. Suspicious behavior may include, but is not limited to:
   - Observed changes in gait, mentation, attention, speech, judgment
   - Observed use or possession of alcohol or illegal substances
   - Alcohol-like odor on the breath
   - Disruptive behavior, outbursts, erratic behavior

   The School of Nursing reserves the right to require a student to submit to drug/alcohol testing when suspicious behavior is observed or reported. Failure to comply with the testing will be considered to be equivalent to a positive drug test result. Disciplinary actions, up to and including dismissal from the program will be taken.

4. **State of New Hampshire Laws**
   Students who attend SJSON are responsible for knowing and abiding by all state laws. State law prohibits the possession of alcohol by a minor. No sales agent, nor any other person, shall sell or give away or cause or permit or procure to be sold, delivered or given away any liquor or beverages to a person under the age of 21 years, or a person under the influence of liquor (NH RSA 179:5). Students over 21 years of age are subjected to prosecution if they sell or give
alcoholic beverages to a minor. RSA 265:821 is amended to provide that a driver under the age of 21 years, with a blood alcohol content of 0.02 or more may be charged with Driving While Intoxicated (DWI). Penalties may include fines and/or time in jail.

State and federal laws governing the possession and use of narcotics and controlled substances will be strictly enforced.

Students must be aware of the importance of their role in patient care and of the trust that patients place in them. Students who are impaired by drugs and alcohol will not be allowed to remain in the classroom or in clinical and may face severe disciplinary measures.

Students would be well advised to consider the impact of any legal action, sanctions or convictions on their ability to apply and receive a nursing license within the State of New Hampshire.

**Resources:**

**Alcohol Treatment Centers** (24 hour helpline)
Phone: 1-800-711-6402
Phone: 1-800-315-2056

**Greater Nashua Council on Alcoholism:**
Keystone Hall: 615 Amherst St, Nashua, NH
Phone: (603) 881-4848
Website: [www.keystonehall.org](http://www.keystonehall.org)

**New Hampshire Statewide Addiction Crisis Line**
1-844-711-HELP (4357)

**Area Resources:**

5. **Health Risks**
The use of tobacco, drugs and alcohol have been proven to be both physically and psychologically harmful and have significant impact on the person, family and friends. The use and abuse may also result in conduct that may cause an injury or death. Damage to property, criminal and civil liability and prosecution can result from the use of drugs and alcohol. The Dean or an Associate Dean can be contacted if a student is in need of assistance.

The use of alcohol may cause impaired decision making/ judgment and memory loss. Short term effects of alcohol include altered perceptions, impaired coordination, vision, perception and hearing. Some health effects of alcohol also include liver cancer, fatty liver, hepatitis, kidney disease and cirrhosis. Additional health effects include ulcers, heart muscle disease and use during pregnancy can result in fetal alcohol syndrome, premature births, stillbirths, increased risk of miscarriages and low birth weight babies.

Alcohol taken with other drugs can alter the effect of the drug or intensify the effect causing untoward physical complications. The use of drugs and alcohol can result in physical addiction and chemical dependency.

6. **Search**
When there is reason to believe that a student, staff or faculty may harm themselves or others, the Nashua Police Department, in conjunction with the Security Department personnel, shall be contacted to determine if a search of their belongings is necessary. The Dean and/or designee will be notified of the need to perform the search.

This policy covers and defines any object or item that can cause severe, permanent or protracted loss or impairment to health or function of any part of the body, and is to include any controlled
substance, illegal substance, alcohol and weapons as examples. Weapons refer to any firearm, knife or device that could cause bodily injury or harm.

The security officers may confiscate any of the following items and hand over to local law enforcement without having to fear legal consequences:

- Any item(s) of hospital property that the security officer can be reasonably certain the person was allegedly in the act of stealing.
- Any instrument(s) used in committing a crime, i.e. a gun or other weapon
- Any contraband, i.e., narcotics, deadly weapons, or counterfeit money

Y. Student Complaint/Grievance Policy

SJSON is committed to deliver the highest quality of education and to adhere to the educational standards set forth by our governing bodies in the delivery of nursing education.

The Student Complaint and Grievance policy provides guidance under which investigations of complaints and grievances will be carried out to ensure objective and timely responses to students.

1. Guidelines:

- All students have the right to submit a verbal or written complaint to the faculty or administration of SJSON and have the right to a timely response.

The following definitions are utilized when evaluating complaints or grievances received:

- **Complaint (considered informal)** - a verbal expression of dissatisfaction with some aspect related to the nursing education program that is addressed immediately and resolved by faculty or administration.
- **Grievance (considered formal)** – a written expression of dissatisfaction with some aspect of the nursing education program that has not been resolved to the student’s satisfaction by the faculty or administration;
- **Resolution** – a grievance is considered resolved when the investigation has been completed and the findings and resolution have been communicated to the student(s).

2. Complaint Procedure:

- a) A student may initiate the informal process of a complaint by bringing the concern to a faculty member, their advisor or a representative of the administration.
- b) A student may convey the concern verbally or in writing.
- c) Action taken by the faculty or administration will be reported to the student. The faculty member may refer the complaint to the appropriate committee for resolution.
- d) If satisfactory resolution has not been achieved, the student may bring the concern to the Dean.
- e) The faculty member, advisor, or representative of administration will document the complaint and forward the complaint and action to the appropriate committee for information if it has not already been submitted.

3. Grievance Procedure:

- a) All grievances must be in writing and submitted to the Dean.
- b) In order for the grievance to be processed, the grievance must contain:
  - (1) The basis for the grievance regarding the program standards or allegation of non-compliance with any state, or federal law;
  - (2) All relevant names and dates and a brief description of the actions forming the basis of the grievance;
  - (3) Copies of any documents or materials that support the grievance.
- c) The Dean will acknowledge the receipt of the grievance in writing within three business (3) days.
- d) The Dean will conduct an initial review of the grievance within ten (10) business days to determine whether the grievance sets forth reasonable information on which an investigation is warranted.
e) All grievances must be resolved within fourteen (14) business days of the initial review. If a grievance is complicated and more time is needed for resolution, the Dean will inform the student of the delay in writing.

f) A written response from the Dean will be sent to the student indicating the steps taken to investigate the grievance, the results of the review and date of completion.

g) If a student is dissatisfied with the resolution, or feels that the school has not adequately addressed the grievance, s/he may address the grievance with the following governing agencies:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703-247-4212
www.accsc.org

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404)975-5000
www.acenursing.org

New Hampshire Department of Education
Legislations and Hearings Division
101 Pleasant Street
Concord, NH 03301
603-271-2299

New Hampshire Board of Nursing
121 South Fruit Street
Concord NH 03301-2431
603-271-2323
www.nh.gov/nursing

h) Institutions that are accredited by the Commission must have a published procedure and operational plan for handling complaints. Complainants are encouraged first to avail themselves of the school’s complaint procedures. If you feel that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, you may file a complaint with the Commission in accordance with the following:

(1) All complaints must be received by the Commission in writing.
(2) In order for a complaint to be processed, it should contain:
   (a) The basis for any allegation of noncompliance with ACCSC standards or requirements;
   (b) All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
   (c) A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. This form is available on the ACCSC website.

A copy of the Complaint Form and Process can be found at www.accsc.org under Forms and Reports.

i) Written documents related to the grievance will be kept on file and will be provided to regulatory agents and accrediting bodies as mandated.

Z. Class Organizations
Each Class shall form a student organization from which a President, Vice President, Secretary, Treasurer, Class Historian and Student Representative will be elected. Nominations will be taken
from the class and elections will be determined by secret ballot. All prospective and current class officers must remain in good standing in the school’s nursing program.

1. Meetings
   a) All students will be expected to attend scheduled class meetings.
   b) Meetings will be held each month as agreed upon by the class.
   c) Class dues will be determined by class and will be paid to the Treasurer at each meeting.
   d) The order of business will be as follows:
      (1) Prayer
      (2) Roll call
      (3) Reading of minutes
      (4) Treasurer’s report
      (5) Communications
      (6) Committee reports
      (7) Unfinished business
      (8) New business
      (9) Adjournment

2. Duties of the President
   a) Prepare and discuss agenda with Class Advisor.
   b) Call meetings with the approval of Class Advisor.
   c) Preside all meetings and maintain order.
   d) Appoint committee chairperson.
   e) Receive reports of progress or completion of previous projects.
   f) Assure fair play.
   g) Meet with the Dean/Associate Deans as requested

3. Duties of the Vice-President
   a) Replace the President in his/her absence.
   b) Assist the President in the work of the organization.
   c) Assume duties, as assigned.

4. Duties of the Secretary
   a) Record minutes of each meeting and keep them as a permanent record. Include a copy of minutes for the Dean of the School and Class Advisor.
   b) Keep record of attendance at each meeting.
   c) Handle correspondence on behalf of the School. Correspondence will be submitted to the Dean for approval prior to mailing.

5. Duties of the Treasurer
   a) Receive dues from class members, provide receipts, and maintain an accurate record of all money received. This will be made available to all students, Class Advisors, and Dean upon request.
   b) Report on financial status of organization at each meeting.
   c) Open an account with Class Advisor at the hospital Credit Union for deposit of money.
   d) Pay all bills on behalf of the organization with approval of the President, Class Advisor, and Dean.

6. Student Representatives
   a) Attend monthly SJSON committee meetings as schedule allows.
   b) Act as a liaison between the student body and the faculty.
   c) Meet with the Dean/Associate Deans as requested

7. Class Historian
   a) Maintains records of class activities
   b) Takes photos for yearbook

8. Class Advisor
   a) A member of the faculty will be appointed as Class Advisor by the Dean.
b) The Class Advisor will be an active participant in all class activities. Courtesy would be extended by consulting him/her in advance regarding planned activities and scheduling of these activities.

c) S/he will act as liaison between the Dean and the class. Therefore, s/he should be made aware of any problems existing in a class.

9. **Class Activities**
   a) Organize social events upon approval of the Class Advisor.
   b) Organize fund raising activities (optional).
   c) Participate in, or organize events for, worthwhile causes, e.g. Christmas baskets for needy families.

10. **Replacement of Class Officers**
    In the event that an elected class officer is unable or unwilling to fulfill the duties of the office, the Class may choose to impeach the officer and/or elect a new officer. Class officers are required to be in good standing with the school.
    a) If a class officer is no longer available, that is, has withdrawn from the program, the class may hold a special election to fill the position or if the officer is the class president, the vice-president will fill the president office and a new vice president would be elected.
    b) If a class officer is placed on probation, s/he is no longer in good standing and will be removed from office. A new officer will be elected.
    c) If a class officer is unable or unwilling to complete his/her duties, the class can choose to take a vote to remove the officer from his/her office, and then hold a special election for a new officer.
    d) All elections are decided by a majority vote of those who are voting. All voting requires a quorum of at least 51% of the class voting.

IX. **ADMINISTRATIVE POLICIES/INFORMATION**

A. **Family Educational Rights and Privacy Act Policy (FERPA)**
    FERPA is the Family Educational Rights and Privacy Act that protects the privacy of students educational records by requiring a written consent from the student before disclosing any personally identifiable information to a third party. In addition, it gives students the right to inspect and review their own educational records. FERPA applies to the education records of students who are or have been in attendance at SJSON. FERPA does not apply to the records of students who are denied acceptance or have been admitted but never enrolled.

1. **Student rights:**
   a) Inspect and review education records:
      Within 7 days of the day SJSON receives a request for access a student will be given access to inspect and review their education records. Students should submit to the school written requests that identify the record(s) they wish to inspect, for example grades, statement of account or financial aid. The school official will make arrangements for access and notify the specific department of the students request to review his/her educational records. Students will be notified via email of the time and place where the records may be inspected. Note: The law does not require the school to provide the student with copies of the records.

   Types, locations, and custodians of educational records:
   - **Admissions Coordinator/Bursar:** Admission records, billing, payment plan
   - **Registrar:** Grades, enrollment verification, loan deferments
   - **Financial Aid Office:** Financial aid, veterans records, immigration and non-citizen records
   - **Technical Support Services Specialist:** Students with disabilities, SONIS student portal

   b) Request amendment of education records believed to be inaccurate or misleading.
A student who believes that his/her educational record is inaccurate or misleading and in need of correction should write to the school official responsible for the record (see list below), clearly identify the part of the record they want corrected stating the reason they believe is incorrect or misleading. If the school decides not to amend the record as requested by the student, a school official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c) Consent to Disclose

To consent to disclosures of personally identifiable information contained in the student’s education records. In accordance with FERPA, records created and maintained by SJSON are considered to be educational records and may only be released to a third party with written consent from the student. This would include spouses, parents, other relatives, and employers. If you would like SJSON to discuss aspects of your student records with a third party please complete the SJSON FERPA Release Form and submit it to the Admission Coordinator’s office.

The FERPA Release form may be completed and faxed to 603-578-5028 or mailed to:
St. Joseph School of Nursing
Admissions Office
5 Woodward Ave
Nashua, NH 03060

SJSON may disclose personally identifiable information without the student’s consent to the following parties:

U.S. Department of Education, U.S. Controller General, U.S. Attorney General, Accrediting agencies, State and local officials, alleged victim of a crime, parent of a dependent student as defined by the IRS, parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse, and to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (hospital security office and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, consultant or collection agency); or a student serving on an official committee, such as student affairs or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

SJSON may disclose information for law enforcement purposes pursuant to any court order or lawfully issued subpoena. SJSON will make a reasonable effort to notify the parent or student who is the subject of a subpoena so that they may seek protective action.

2. Complaints:
The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by SJSON to comply with the requirements of FERPA. Complaints to the Department of Education should be submitted to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
1-800-872-5327

B. Tuition Payment Policy
1. All tuition and fees are due by the last official day of class each semester.
2. Tuition and fee payments are made through the FACTS tuition management system
3. FACTS offers payment options that allows a full or multiple payments during each semester.
4. If a student anticipates being unable to make a FACTS payment by the scheduled due date, the student should contact the bursar and develop a tuition payment plan. Being proactive in contacting the bursar may prevent grades being withheld and credit reports from being filed.
5. If a student misses a scheduled FACTS payment, the student must contact the Bursar within 10 working days to develop a plan.

6. If a student misses a second FACTS payment or a payment according to the plan worked out with the bursar, grades for the current semester may be withheld.

7. If a student does not pay all tuition and fees by the last official day of class for the semester, the student will not be able to progress to the next class and there will be a hold placed on the student’s transcripts. If this is the student’s final semester, a hold on transcripts will mean that the student will be unable to sit for the NCLEX exam and will not be able to transfer any credits earned in this program.

C. Student Record Retention
SJSON maintains student records in a secure area. Records will be maintained in their entirety for five years. After five years, retained records include a transcript indicating date of entrance, progression and completion of courses according to NH Board of Nursing regulations (Nur 602.04).

D. Instructional & Administrative Staff
Administration:

DEAN
Vickie Fieler, PhD, RN
University of Rochester, NY 2007 PhD Health Science Research
Boston University, Boston, MA 1986 MS in Nursing
Northeastern University, MA 1980 BSN

ASN ASSOCIATE DEAN
Joan Sontag, MSN, RN
University of Phoenix 2009 MSN
Rivier University, Nashua, NH 2005 BSN
Orange County Community College, NY 1977 ADN

ASN ASSOCIATE DEAN
Michelle Rudolph, MSN, RN, EdD
North Central University, Prescott Valley, AZ; Doctoral Candidate
St. Joseph College of Maine 2008 MSN in Nursing Education
St. Anselm College, Manchester, NH 1976 BSN

ADMISSIONS COORDINATOR/BURSAR
Linda Nadeau

ENROLLMENT SERVICES & FINANCIAL AID MANAGER
Cami Czohara, BS, MBA
Rivier University, NH 2007 MBA
Hesser College, NH 2001 BS

REGISTRAR
Pauline Barton, AS
Greenfield Community College, MA 1979 AS

Nursing Faculty:

INSTRUCTOR
Rita Anger, MS, RN, CHPN
Rivier University, NH 2011 MS
Rivier University, NH 2006 BSN
Rivier University, NH 2003 ASN

INSTRUCTOR
Kimberly Bernard, MSN, RN, CPAN
Western Governors University, UT 2016 MSN
Rivier University, NH 1997 BSN
St. Elizabeth’s Hospital School of Nursing, MA May 1994 Diploma

INSTRUCTOR
Rachel Bucci, MSN, RN
Fitchburg State University, MA 2016 MS in Forensic Nursing
Rivier University, NH, 2012 BSN
Rivier University, NH, 2011 ASN

INSTRUCTOR
Amanda Carmichael, MSN, MBA, RN
Western Governors University, UT 2016 MS in Nursing Education
Rivier University, NH 2009 MBA
Rivier University, NH 2008 BSN
INSTRUCTOR  
Nancy Clark, MSN, APRN, CAGS  
Boston College, MA 1990 MSN Maternal Child Health  
St. Anselm College, NH 1988 BSN  
University of New Hampshire – 2001 CAGS Adult Primary Care

INSTRUCTOR  
Sylvia Durette, MS, APRN, PMHCNS-BC  
Boston University, MA 1987 MS in Nursing  
Northeastern University, MA 1999 MA  
St. Anselm College, NH 1977 BSN  
Notre Dame College, NH 1980 BA

INSTRUCTOR  
Patricia Fahy, RN, MSN, RN-BC  
Walden University, MD 2009 MSN in Nursing Education  
University of New Hampshire 2005 BSN  
Cape Cod Community College, MA 1994 ASN

INSTRUCTOR  
Dorothy Hyde, MS, RN-BC  
Rivier University, NH 2007 MS in Nursing  
University of Connecticut 1981 BSN

INSTRUCTOR  
Karen Kulakov, MS, RN, CNE  
Rivier University, NH 2005 MS in Nursing  
University of New Hampshire 1991 BSN

INSTRUCTOR  
Carolyn Parker, MSN, RN  
Sacred Heart University, CT 2015 MSN  
Rivier University, NH 2009 ASN  
Keene State University, NH 2004 BS in Nutrition

INSTRUCTOR  
Beverley Poulin, MSN, BSN, RN  
Grand Canyon University, AZ 2016 MSN  
Grand Canyon University, AZ 2014 BSN

Adjunct Nursing Faculty:  
INSTRUCTOR  
Christine Carver, MSN, APRN, FNP-BC  
Rivier University, NH 2016 MSN Family Nurse Practitioner Track  
Curry College, MA 2012 BSN

INSTRUCTOR  
Amy Correggio, MSN, RN, BSN, CRRN  
Walden University, MD 2016 MSN  
Rivier University, NH 2012 BSN  
Rivier University, NH 2011 RN

INSTRUCTOR  
Diane Droutman, MSN, RN, CNE  
University of Phoenix, AZ 2008 MSN  
Northeastern University, MA 1988 BSN

INSTRUCTOR  
Patricia Moysenko, MSN, BSN  
University of Massachusetts at Lowell 1993 MSN  
Lowell State College, MA 1972 BSN

INSTRUCTOR  
Everline Osanya, MSN, APRN, AGNP-C  
University of Massachusetts at Lowell, MA 2014 MSN  
Winona State University, MN 2008 BSN

INSTRUCTOR  
Elizabeth Paris, MSN, RN  
Rivier University, NH 2011 MSN  
St. Joseph’s College, ME 1997 BSN
INSTRUCTOR Kathleen Schuler, MS, RN, CNE
Salem State College, MA 2002 MS
SUNY at Stony Brook, NY 1978 BSN

INSTRUCTOR Carla J. Smith, MSN, RN, NCSN
University of New England, ME Master of Public Health, in progress
Western Governors University, UT 2013 MSN
Western Governors University, UT 2012 BSN
Rivier University, NH 2003 ASN

INSTRUCTOR Tracey Valles, MSN, RN
Western Governors University, UT 2015 MSN
Manchester Community College, NH 2009 ASN

Non-Nursing Faculty:
INSTRUCTOR John Eric Bone, MEd
Keene State College, NH 1994 MEd
Syracuse University, NY 1974 BA

INSTRUCTOR Heather Dodds, DPT, MSPT, BS
University of Massachusetts at Lowell, MA 2006 DPT
University of Massachusetts at Lowell, MA 1995 MS
University of Massachusetts at Lowell, MA 1992 BS

INSTRUCTOR Peter Hughes, PhD
North Carolina State University, 1982 PhD Biochemistry
University of Wisconsin, 1985 Post Doctorate
East Carolina University, NC 1976 BSP Chemistry

INSTRUCTOR Nancy Sinclair, MT (ASCP) SM cm
Michigan State University 2006 Certificate
University of New Hampshire, 2000 BS

INSTRUCTOR Mary Sullivan, D.A.
Franklin Pierce University, NH Doctor of Arts 2009
Norwich University, VT MFA 1986
Framingham State College, MA BA English 1978

Support Staff:
ADMINISTRATIVE ASSISTANT Linda S. Wilson, CMAA
Certified Medical Administrative Assistant

ENROLLMENT & FINANCIAL AID ASSISTANT Karen Barter, BA
Regis College, MA 2002 BA

TECHNICAL & SUPPORT SERVICES SPECIALIST Priti Sadhir, MS
Panjab University, India 1989 MS
Panjab University, India 1987 BS
Boston University, MA 1996 Masters Certificate, C/C++ Windows Programming,
Honors Diploma Systems Management, National Institute of Information Technology, India 1992

X. STUDENT SERVICES
Listed below are several services offered through the school of nursing to assist students.

A. Academic Advising Program
   1. Mission Statement
      The faculty of SJSON believes that the caring and intentional interaction of faculty and students is the basis for promoting success and ensuring persistence in the program. This partnership of
faculty and students is a joint endeavor that empowers students to become active participants in their education. Faculty recognizes that all students have potential and exploring strategies for success is essential. Likewise, students have the responsibility to be actively engaged in their educational pursuits.

The Academic Advising Program is built upon the core values of St. Joseph Hospital. These core values are: Compassion, Excellence, Integrity, Collaboration, and Stewardship. Through the Academic Advising Program, the faculty offers students the opportunity to express and discuss areas of concern which, if not resolved, may limit his/her academic growth or prevent successful completion of the program.

Advisors will be assigned to students at the beginning of their first semester and whenever possible will remain as his/her advisor through graduation from the program.

Conferences with each student will be initiated by the faculty advisor within two weeks of the beginning of the first semester. The initial conference may be completed with the group of advisees or individually. The advisor will meet with the student as often as necessary throughout the program. Students are advised to contact their advisor for academic, clinical or personal concerns as soon as they are identified in order to receive timely guidance, assistance and support.

2. **Academic Warnings/Probation**

A meeting with the advisor, student, and Associate Dean shall be scheduled with any student on academic probation and who has received an academic warning. An action plan will be formulated at that time with specific recommendations for improvement. The action plan will be signed by the student and advisor and a schedule to implement the plan will be established. Progress toward goal will be documented on the action plan.

3. **Role and responsibilities of the Faculty Advisor:**

a) Be available to students and post office hours
b) Meet with students early in semester
c) Meet with any student who is at risk or receives a warning
d) Maintain confidentiality at all times
e) Initiate an action plan as necessary
f) Assist student to explore his/her own strengths and weaknesses
g) Find and use appropriate support services
h) Be proactive in meeting with students

As advisors, the faculty will attempt to demonstrate genuineness, congruence and empathy thus establishing a climate that will allow the student to freely discuss his/her concerns. Advisors will assist students in identifying probable alternatives to resolve issues and establish a plan or course of action to implement choices and alternatives.

The faculty will strive to provide the necessary support to help the student accomplish his/her plan by acknowledging positive behavior changes, and by offering encouragement and continued assistance. The advisor may assist the student establish other career alternatives if the student is not successful in reaching his/her academic goals.

The student will be informed, during the initial meeting, that the faculty assumes the advisor role to the degree that the area of confidentiality which is inherent in the advising relationship is not in conflict with the instructor's role and responsibilities. These responsibilities include but are not limited to assuring compliance with the laws of New Hampshire as they relate to the practice of nursing and the maintenance of a drug free environment.

4. **Roles and responsibilities of Students:**

a) Consult with advisor early in the semester
b) Interact with advisor in a professional manner, including making and keeping appointments
c) Confer with advisor on the impact of circumstances that could impact academic performance
d) Clarify their own values, abilities, interests, and goals

e) Ask for help when needed

5. **Personal Guidance:**
If a member of the faculty becomes aware of a student's serious personal issue which may be interfering with the student's academic progress, the faculty member shall notify the Dean whose responsibility it is to refer the student to student support program at WellConnect. For confidential reasons, the issues brought forth are not discussed with any member of the school's staff.

6. **Career Guidance:**
Prior to graduation the advisor or faculty member will discuss with the student his/her national standardized test scores, grade point average, and final summary of the student's progress and development. This discussion is intended to inform the individual student of his/her strengths and weaknesses and to provide him/her with the insight necessary to establish realistic future career goals.

Upon availability, various agencies that employ nurses will be invited to meet and speak with the student body regarding employment opportunities at a Career Fair held prior to graduation.

7. **Evaluation of the Advising Program:**
The faculty, through the faculty organization's Student Affairs Committee, will evaluate the effectiveness of the total advising program every two years. This will be accomplished by analyzing the graduate and post graduate survey responses from graduates and employers, input from students during faculty meetings and outcomes of individual faculty advisement efforts.

The evaluation process will provide the faculty with the objective data required to reassess the program and to plan and implement necessary changes to improve the services of the guidance program.

**B. Support Services**
Support services are available through the Technical and Support Services Specialist at the school, Well Connect and Mission Integration through St. Joseph Hospital.

**C. Academic Support Services**
Academic Advisors and Clinical laboratory Instructors are available to assist students in the library, computer lab, and with reference materials.

1. **The Writing Center**
English Instructors Dr. Mary Ann Sullivan and Mr. Eric Bone are pleased to offer a writing resource center located on the first floor in Room 124. The center is open to all members of the St. Joseph’s academic community who are looking for writing support. From brainstorming a topic to fine tuning a final draft, the center’s dual purpose is to help you write a better paper and become a more effective writer.

*The Writing Center Offers:*
- a) One-on-one conferences from a 45-minute appointment to a 5-minute walk-in
- b) Individual and small group instruction on such diverse topics as APA format, essay structure, avoiding plagiarism, and using transitional devices
- c) E-mail accessibility for anything from a specific writing question to an on-line writing conference.
- d) A collection of print and on-line resources

The Writing Center (Room 124) will be open during posted hours on weekdays. Students are also able to receive assistance via email. Mr. Bone’s e-mail address is: jericbone@gmail.com. Dr. Sullivan's e-mail address is: msullivan@metrocast.net.

2. **Library Services**
A Library orientation will be held for new students.
D. Student Disability Services Policy
The Student Disability Services Policy defines services available to students through SJSON in order
to ensure equal education access for students with documented disabilities.

GUIDELINES:
In order to obtain services, students are required to self-identify and request accommodations by
submitting appropriate documentation that states their disability as per ADA guidelines. Eligible
students will receive reasonable accommodations that are to be reviewed and renewed every
semester.

Appropriate documentation should:
- Be current (within 3 years)
- Be comprehensive stating clear diagnosis of the disability
- List the name, title and credentials of the licensed professional (evaluator)
- Have a description of the diagnostic methodology used
- List test scores from the tests performed and their actual interpretation
- List a description of current functional limitations
- List a description of current and past accommodations, services and/or medications

Please note that testing documentation must be included, accommodations cannot be granted only
on the basis of IEPs or letters from special education teachers. Once the documentation has been
reviewed and if the student is found eligible for services, a Reasonable Accommodation Plan will be
established based on individual student needs. Examples of accommodations are extended time on
tests, tests with reduced distraction, digitally recording classroom lectures, textbooks in alternative
formats, use of assistive technology devices and software.

The Technical and Support Services Specialist works with faculty to develop and recommend
learning services and resources for a student’s unique needs. The Specialist is available to implement
reasonable accommodation plans for students with documented disabilities.

E. Academic/Skills Remediation
Faculty will assess the student’s need for academic and clinical skills remediation. Individual action
plans will include recommendations for student improvement. Readmitted students will be required
to participate in a skills competency lab.

F. Clinical Uniforms
Students are required to wear uniforms during clinical practice and laboratory experiences. Uniforms are specific to each program. Students may order clinical uniforms through a school approved company or as directed by the faculty.

Huntress Uniforms web site: http://huntressuniforms.com
Educational Outfitters web site: http://www.educationaloutfitters.com/default.aspx

G. Textbook Vendor
Enrollment in Lippincott CoursePoint is mandatory for nursing courses.

For non-nursing courses, students may order required texts through a vendor of their choice using
the appropriate ISBN number.

H. Employment Assistance
Students are given assistance in completing a resume and interviewing skills as part of their final
nursing course. Each year the School sponsors a Career Fair where prospective healthcare
employers may recruit graduate nurses and nursing assistants. Students are encouraged to submit
their resumes at this time.

Potential job opportunities are posted on the Job Opportunities bulletin board.

I. Assistance for Veterans
SJSON is committed to assisting eligible Veterans in obtaining educational benefits. Questions or
concerns can be directed to:
J. Healthcare Guidelines
1. Students may use St. Joseph Hospital for their healthcare at their own expense.
2. Students are required to submit proof of a health insurance plan. If hospitalization is required, the School accepts no responsibility for any expense incurred.
3. The School does not accept responsibility for any expenses related to students’ personal healthcare.
4. Expenses incurred as a result of an injury sustained while participating in clinical experiences, classroom/laboratory and other activities required by the educational program are the students’ responsibility.
5. Students are not permitted to ask for medical help from staff physicians in the clinical area.
6. Students must be restriction-free in order to perform clinical duties.

XI. FINANCIAL AID
SJASON participates in federal funding programs such as the Federal Pell Grant, Federal Direct subsidized and unsubsidized Stafford loans, Federal Direct Plus loan, and private educational loans to help students cover the cost of their education. Students are encouraged to apply for financial aid and ask questions about their eligibility. Students dealing with extreme financial hardship or special circumstances are encouraged to meet with the Enrollment Services & Financial Aid Manager for a review of their financial aid. The Financial Aid Office is open Monday through Friday from 8:30 am to 4:30 pm.

In order to be considered for federal aid students must complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov and enter our Federal school code: 015016 in order to have a copy of the FAFSA sent to the school.

A. Eligibility:
In order to be eligible for any of the Federal Aid programs a student must:
- Be a US citizen or eligible non-citizen
- Be admitted to an eligible program
- Be registered with The Selected Services if male between the ages of 18 and 25
- Not owe a refund or a grant or be in default status on any federal student loan
- Not have borrowed in excess of the annual aggregate loan limits
- Have financial need as determined by the federal formulas and need analysis guidelines
- Be Enrolled at least half time (6 credits) for Federal Direct loans per semester and (3 credits) for Pell grant
- Maintain Satisfactory Academic Progress (SAP). See requirements listed in this catalog/handbook.

B. Financial Aid Satisfactory Academic Progress (SAP) Standards
A student is considered to be making academic progress if the student:
1. Earns a minimum semester GPA of 2.7 (B-) (80%) in each nursing and science course and a minimum GPA of 2.5 (C+) (78%) or higher in non-nursing courses AND
2. Successfully completes 67% of all attempted coursework for the semester. Note: for financial aid purposes grades of Incomplete, F, and W are considered attempted but not meeting SAP standards.
3. Students may repeat a course only once and still receive financial aid for that course.
4. Transferred and accepted credits from another school are counted towards the completion and maximum time frame of the student's program.

**Evaluation**: Students Satisfactory Academic Progress (SAP) will be evaluated each semester at the end of the payment period and for all periods of enrollment regardless of whether or not financial aid was received. Students who do not meet the minimum Satisfactory Academic Progress (SAP) requirements as outlined in this policy will be placed on Financial Aid Suspension unless they successfully appeal and are placed on Financial Aid Probation.

**Maximum Timeframe Component**

In addition to the above grades and pace requirements, all students **must complete their program of study by attempting no more than 150%** of the credit hours normally required for completion. See table below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits required to graduate</th>
<th>150% MAX attempted credits eligible for aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN – Associate Degree</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>LPN to ASN – Degree</td>
<td>72</td>
<td>92</td>
</tr>
</tbody>
</table>

For example, if the RN-ASN program of study is normally completed within 72 credit hours, Financial Aid eligibility will be suspended once a student has attempted 108 credit hours or more. The LPN-RN program is normally completed within 72 credit hours, thus Financial Aid eligibility will be suspended once 92 credit hours are attempted.

### C. Financial Aid Suspension

If a student fails to meet the Satisfactory Academic Progress (SAP) requirements at the end of the semester, his/her Financial Aid will be suspended. The student may appeal this suspension and if granted will be placed on Financial Aid Probation. Aid eligibility will be reinstated if after a review of Satisfactory Academic Progress (SAP) the student meets the following criteria:

- Enrolled in the necessary course(s) and earned a minimum semester GPA of 2.5 (C+/78%) in each non-nursing course and a GPA of 2.7 (B-/80%) in each nursing and science course or higher at the end of the semester of their probation, AND
- Completed 67% of all attempted credits at the end of the semester of their probation

If the appeal is not granted then the student remains on Suspension and the repeating of course(s) will be at the student’s own expense.

#### Appeals Process

A student who believes s/he has extenuating circumstances that affected his or her ability to maintain Satisfactory Academic Progress (SAP) should appeal in writing for an Academic Appeal first as outlined in the Student Catalog/Handbook. If the Academic Appeal is approved, the student is eligible to apply for Financial Aid Probation.

The student fills out a form in the Financial Aid Office to be evaluated for Financial Aid Probation. A calculation is completed to see if the student has the capability to meet Satisfactory Academic Progress by the end of the Probationary Period. The form will require both the signature of the Financial Aid Officer and the Dean of St. Joseph School of Nursing or designee to be approved. The student will be notified in writing via regular mail of the Financial Aid Probation appeal decision. If the appeal is approved, the student will be placed on Financial Aid Probation with condition(s).

#### Financial Aid Probation

A student is placed on Financial Aid Probation after an appeal has been approved with a certain condition(s). The student is eligible to receive Federal Aid during this probationary period. Students are only allowed to repeat a course once and receive aid for the repeated course(s).

#### How Withdrawal Affects Financial Aid

A Return of Title IV Funds calculation is required for students who received Federal financial aid such as the Federal Pell Grant, the Federal Direct Stafford Subsidized and Unsubsidized Loan, and the Federal Direct Parent PLUS Loan.
Procedure – As with the school policy, students who intend to withdraw from the program must state their intention in writing to the Dean. Included in this written statement must be the reason for the withdrawal and the effective date. In the case of a student who withdraws without providing written notification to the Dean, the student’s withdrawal date is the last day of attendance at an academically related activity such as class, lab, clinical, school assignments completed on site and documented by an instructor.

The Financial Aid office is then notified by the Registrar’s office of the student’s withdrawal/dismissal date and a return of title IV refund calculation is initiated.

To comply with the requirements of the Return of Title IV Funds – Return Policy, the Financial Aid office calculates the percentage of student aid earned and unearned by the student for the payment period using the Department of Education’s provided software. If the student stops attending classes prior to completing more than the 60% point in a semester may be required to repay all or a portion of the financial aid they received for that semester.

The amount of aid earned by the student is calculated by dividing the number of days completed in the payment period by the total calendar days in the payment period. For example, if the student completed 42 days of the 120 total days in the semester, the student earned 35% of the semester, they would earned 35% of the assistance they were originally scheduled to receive. Once the student completes more than 60% of the semester, all the assistance they were scheduled to receive for that period is earned. There is some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of a program before they withdraw, they will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If it is determined that a refund is due to Title IV programs and the student received Federal student aid above and beyond the percentage earned, the unearned funds must be returned by the school back to the applicable Title IV program in accordance with the Federal distribution formula within forty five (45) days from the date of withdrawal. The School will bill the student for this amount.

Federal funds will be returned in the following order:
1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Direct PLUS loan (Parent)
4. Federal Pell Grant

Post-Withdrawal Disbursements:
In accordance with this policy, if the calculation determines that the amount of Federal aid disbursed to the student is less than the percentage earned, and the student is eligible, a post-withdrawal disbursement is due to the student.

Procedure for a post-withdrawal disbursement:
The school will notify the student or parent via letter of their eligibility for a post-withdrawal disbursement and allow them the opportunity to accept or decline. The financial aid office must receive a reply from the parent or student within fourteen days. A post-withdrawal disbursement can be a Pell Grant or a Federal Direct loan. If it is a loan, the student will still be responsible for repaying this amount to the Federal government.

Federal Student Aid that must be returned by the student:
Repayment of Title IV aid: this refers to unearned disbursed aid that must be repaid to Federal Financial Aid programs by the student. A repayment situation occurs when a student withdraws or is dismissed and has received Federal funds which s/he did not earn for the payment period.
Students owing a grant repayment will need to make arrangements for repayment with the US Department of Education collections office. Students or parents who owe a repayment of a Federal Direct Subsidized/Unsubsidized Stafford loan or Federal Direct Parent PLUS loan will repay in accordance with the terms of the loan’s promissory note.
Failure to repay the amount owed will result in the student's ineligibility for future financial aid funds and the amount owed will be reported as an overpayment to the National Student Loan Data Service (NSLDS).

Note: The student is not responsible for repaying funds to any program if the amount owed is $50 or less.

Students are notified via certified mail as to how much aid was returned to each federal program, eligibility for a post withdrawal disbursement or aid that must be repaid by the student. Students are welcome to visit the financial aid office to review the financial aid policies and procedures manual and to ask questions.

XII. Physical Facilities
SJASON is housed in a facility with ample classroom space and includes computer labs and media center. Also included in the facility are:
1. Private office space for the Dean and Associate Deans, Coordinators, Admissions Coordinator/Bursar, Registrar, Administrative Assistant, Enrollment Services & Financial Aid Manager, Enrollment Services and Financial Aid Assistant, and each faculty member.
2. Three classrooms that can accommodate 123 collectively (49, 50, & 24)
3. A multi-level lecture hall/auditorium (stadium style seating) with 80 fixed desk seats expandable to a capacity of 90.
4. A simulation/science lab
5. A nursing laboratory with six simulated patient care units and a seating capacity of 35
6. A science laboratory with equipment and workspace for 32 students
7. A study room with tables and comfortable seating for 20
8. A large multifunctional computer center
9. Two lounges, one for faculty and one for students
10. Three conference rooms accommodating from 6-20 people

The building meets ADA standards and is both functional and eye-pleasing. Where ADA standards are not possible, accommodations shall be made for the staff, student or faculty.

The average number of students in the classroom varies by program and location. The average laboratory faculty to student ratio is 1:12. In the clinical setting the ratio of instructor to student is 1:8, in accordance with New Hampshire Board of Nursing (NUR602.09). General education courses vary based on enrollment.

XIII. Campus Information
A. Entrance/Exit
   Student access to the school is at the covered main doorway on Earley Street adjacent to the parking garage and is handicap accessible.

B. School of Nursing - Academic Center
   1. The Academic Center is open Monday through Friday 7 am to 10 pm.
   2. The telephone number of SJASON is 603-594-2567 or 800-370-3169.
   3. Web site: www.sjson.edu

C. Student Communication/Information
   1. SONIS student portal or via e-mail
   2. Students will submit any notice to be posted on the bulletin board to the class advisor for approval.

D. Inclement Weather/Emergency Closing
   In the event of inclement weather, the school may decide to delay or cancel the opening of the school as well as close the school early. The decision will be made at the earliest possible time. Delays and cancellations will be communicated through SONIS and posted on WMUR-TV Channel 9.
   Students are expected to use good judgment in deciding whether or not to travel to class or clinical facility. Theory and clinical instructors will arrange for make-up time.
E. Telephone
1. Students answering an affiliating agency telephone will identify their location, name, and status.
2. Students will not receive nor make personal calls during class or clinical hours. In case of emergency, the School shall be notified by calling 603-594-2567. School officials will then notify the student.

F. Cafeteria (St. Joseph Hospital)
Hours of Operation
- Monday: 8:00am to 6:00pm
- Tuesday: 8:00am to 6:00pm
- Wednesday: 8:00am to 6:00pm
- Thursday: 8:00am to 6:00pm
- Friday: 8:00am to 6:00pm
- Saturday: 10:00am to 6:00pm
- Sunday: 10:00am to 6:00pm

G. Student Lounge
The student lounge is located on the second floor of the building.

H. Rest Rooms
Rest rooms are located on the first floor near the Auditorium and on the second floor near the student lounge (women) and in the corridor in the front of the building (men). Additional unisex restrooms are located in the basement laboratory common area.

I. Mailboxes
Students are required to check their mailboxes on regularly scheduled class or clinical days. Contents of the mailboxes are the property of the student to whom it has been assigned. Any removal of contents except by assignee is considered a federal violation.

J. Library
The Library is located on the second floor of the School of Nursing.

K. Photocopies
Photocopies may be made at 10 cents per page.

L. Smoking
Students must adhere to the St. Joseph Hospital No Smoking/Tobacco Free Campus Policy as stated:
"It is the policy of St. Joseph Hospital that smoking and other forms of tobacco use shall be prohibited inside all buildings or on the grounds of St. Joseph Hospital. This includes the main Hospital campus and all satellite facilities that are considered part of the St. Joseph Hospital organization. Additionally, smoking by employees not on St. Joseph Hospital property yet acting in the capacity of its representatives shall be prohibited." (MG-08)

M. Fire Rules & Regulations
The person discovering the fire should immediately pull the nearest fire alarm box. Boxes are located in the following areas:
1. Front entrance by student mailboxes
2. Entry halls, first floor Kinsley Street side and Earley Street side
3. Parking garage entrance first floor near elevator and ground level between doors
4. Second floor by elevator; top of stairs Kinsley Street side and Earley Street side; also at end of corridor
5. Ground floor at bottom of stairs Kinsley Street side and Earley Street side
6. Fire Extinguishers are Located in the Following Areas:
   - First floor waiting area Kinsley Street side
   - Woodward Avenue entrance
   - First floor hall Earley Street side by Room #122
   - Entrance first floor near elevator
   - Second floor near elevator
   - Second floor Kinsley Street side near water fountain (behind fire door)
   - Second floor Earley Street side, top of stairs men’s restroom
• Second floor Earley Street side, end of corridor
• Ground floor Earley Street side inside door

Fire Alarm Signal
The fire alarm signal is a very loud continuous horn sound with flashing lights on alarm sensors. When the alarm sounds, occupants should immediately close windows, shut doors and leave the building by the nearest exit, gathering near the entrance adjacent to the parking garage.

N. AED
An AED is located on the first floor between the student study and the auditorium.

O. Safety Data Sheets (SDS)
The Safety Data Sheets (SDS) for all chemicals in use in the laboratory are located in the Office of the Academic Center, in the Microbiology laboratory in the basement of SJSON and with the Hazardous Waste Officer of the Hospital.

P. Spiritual Opportunities
The Hospital chapel is located in the hospital. Students are encouraged to develop their personal spiritual lives according to their beliefs. Inter-denominational chaplains are available to meet students’ needs through the Pastoral Care Department at St. Joseph Hospital.

Q. Student / Visitor Policy
1. All visitors to the school must check in at the Administrative Assistant’s office and sign in.
2. Visitors are allowed for short periods of time in common areas such as student lounges.
3. Visitors are not allowed to attend classes.
4. Visitors are not allowed in clinical areas.
5. If a student has a visitor that will be staying for longer than an hour, the student must ask permission from the Dean or Associate Dean in advance.
6. The student is responsible for letting the person into the building or making arrangements in advance with front office staff.
7. All visitors are expected to follow SJSON policies (including dress policies). If a visitor is found to be in violation of a policy or is disruptive to other students or staff, security will be called to escort them from the building.
8. Students and visitors are not allowed in the building after hours. The building is open to students M-F from 7am to 11pm.

R. Student Parking Policy
PURPOSE:
To provide fair and equitable parking privileges to all individuals having a need to use the parking facilities at St. Joseph Hospital and School of Nursing.

POLICY:
1. All students authorized to use St. Joseph Hospital parking lots are required to have the proper hospital parking permit displayed on their vehicles. These hospital parking permits are available through the hospital Security Department.
2. Lots “F” & “H” are designated areas for:
   a) Students: No parking is allowed in space reserved for Catholic Charity, visitors or staff. These spaces are so designated by signs and are located directly in front of the Catholic Charity building (see attachment #1).
   b) Students who are in clinical or in class in the evenings, have permission to park in the St. Joseph Hospital parking garage after 2pm.
   c) No student parking is allowed on city streets or in front of the school.
   d) Students with documented handicaps may use the St. Joseph Hospital parking garage with specific permission from the Dean and the Chief of Security.
3. Penalties for violations:
   a) 1st violation - Security shall forward the white copy of the violation to the Dean. A verbal warning shall be given. A note will be placed in the student’s file.
   b) 2nd violation - A second violation within a year shall result in a written warning. The written warning will be filed in the student’s file.
c) 3rd violation - A third violation within a year of the 1st will result in a second written warning. The student shall be warned that further infractions may result in suspension of all parking privileges and/or dismissal from the school.

4. Also see the Conduct and Progressive Discipline policy.

S. Map of Student Parking Areas
T. Map of Academic Center

FIRST FLOOR PLAN
SECOND FLOOR PLAN
ACADEMIC CALENDAR

2017

Summer Semester - May 8 – August 18, 2017

May 19 - End of Add/Drop Period
May 29 - OFF – Memorial Day
June 16 - Last date to withdraw from a course with grade of “W”
July 2-8 - Vacation Week
August 14-18 - Makeup Days

Fall Semester - September 5 – December 15, 2017

September 15 - End of Add/Drop Period
September 17 - Constitution Day
October 27 - Last date to withdraw from a course with grade of “W”
November 23 & 24 - OFF – Thanksgiving Break
December 18-22 - Makeup Days

● Subject to change ● “W” – Withdrawn ; Last Updated: 12/2016